



CARPENTARIA SHIRE

Outback by the Sea

BUSINESS PAPER

17 JUNE, 2020

BUSINESS PAPERS

NOTICE OF MEETING

COUNCILLORS:

Mayor Jack Bawden	Chairperson
Cr Ashley Gallagher	
Cr Bradley Hawkins	
Cr Andrew Murphy	
Cr Peter Wells	
Cr Craig Young	
Cr Amanda Scott	

Please find attached the Agenda for the Ordinary Council Meeting to be held in the Council Chambers, Haig Street, Normanton commencing at 9:00am.

Mark Crawley
CHIEF EXECUTIVE OFFICER

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- 1 OPENING OF MEETING**
- 2 RECORD OF ATTENDANCE**
- 3 CONDOLENCES**
- 4 CONFIRMATION OF MINUTES FROM PREVIOUS MEETINGS**

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 20 May 2020 be confirmed.

- 5 BUSINESS ARISING FROM PREVIOUS MEETINGS**
- 6 RECEPTION OF PETITIONS & DEPUTATIONS**
- 7 MAYORAL MINUTES**

BUSINESS PAPERS

8 CONFIDENTIAL BUSINESS – ADJOURNMENT INTO CLOSED SESSION

In accordance with the *Local Government Act 2009*, and the *Local Government Regulation 2012*, in the opinion of the General manager, the following business is of a kind as referred to in clause 275(1) of the Regulation, and should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

RECOMMENDATION

That Council adjourn into Closed Session and members of the press and public be excluded from the meeting of the Closed Session, and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution. This action is taken in accordance with clause 275(1) of the Local Government Regulation 2012 as the items listed come within the following provisions

8.1 Aged overpayment to Council - Transfer to Public Trustee

This item is classified CONFIDENTIAL under the provisions of clause 275(1)(h) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

8.2 Land Held for Resale

This item is classified CONFIDENTIAL under the provisions of clause 275(1)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to contracts proposed to be made by it.

8.3 Renewal of Council's Register of Pre-qualified Suppliers for the supply of Trade and Professional Services

This item is classified CONFIDENTIAL under the provisions of clause 275(1)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to contracts proposed to be made by it.

8.4 Recruitment/Appointment of Chief Executive Officer

This item is classified CONFIDENTIAL under the provisions of clause 275(1)(a) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the appointment, dismissal or discipline of employees.:

9 REPORTS FROM THE CHIEF EXECUTIVE OFFICER

9.1 CEO REPORT

Attachments: 9.1.1. Fact Sheet - CHAS [↓](#)
Author: Mark Crawley - Chief Executive Officer
Date: 10 June 2020

Key Outcome: 1.5 – Council has high quality governance
Key Strategy: 1.5.3 Council has good decision making processes in place.

EXECUTIVE SUMMARY:

This report provides information and updates to Council on various activities and programs that are facilitated within the Chief Executive Officer's portfolio.

RECOMMENDATION:

That Council:

1. receive and note the Chief Executive Officer's report; and
2. that those matters not covered by resolution be noted.

MEETINGS SCHEDULE

Date	Time	Event	Location
Council			
17 June 2020	9:00am	Ordinary Meeting of Council	Boardroom
18 June 2020	8:30am	Workshop – Councillors and Directors	Boardroom
15 July 2020	9:00am	Ordinary Meeting of Council	Boardroom
16 July 2020	8:30am	Workshop – Councillors and Directors	Boardroom
NWQROC, FNQROC and LGAQ			
13 July 2020		Next Generation Councils	Twin Waters
16-17 June 2020		Civic Leaders Summit	Zoom
August - T.B.A.		Disaster Management Conference	T.B.A.
19-21 October		Annual Conference	Gold Coast
4-5 November		LGx Conference	Brisbane
It is unsure if these conferences will be held due to the restrictions from COVID-19			
Annual Conference is back on (COVID – 19 conditions pending) for the Gold Coast in October 2020			
Local Government Professionals Australia			
13-15 May 2020		Board meeting, President's Summit Now via teleconference	Canberra

Date	Time	Event	Location
<p>All interstate and international travel for LG Professionals has been cancelled. All future meeting will be via teleconference or Zoom. It is likely that the term for President will be extended until at least the end of the calendar year.</p>			

FINANCIAL REPORT

Governance Income and Expenditure to 31 May 2020

INCOME – Operating			
Account #	Description	Budget	Year to Date
250121	Governance – Operating Income		100.00
EXPENDITURE - Operating			
Account #	Description	Budget	Year to Date
150835	Roads – MIPP2 Pipeline Program Expns	5,000.00	9,360.00
250131	Governance – Op Expenses	1,211,000.00	1,104,941.57
250133	Governance - Depreciation	196,000.00	180,620.90
250135	Grant Funded Expenses (QCoast 2100)		39,820.00
250231	Elected Members – Op Expenses	504,000.00	462,333.41
250331	Communications – Op Expenses	41,000.00	46,863.49
250333	Communications - Depreciation		361.59
250431	Major Op Expenses	2,507,000.00	87,281.83
250532	Property and Leases - Maintenance		1,818.18
INCOME – Capital			
Account #	Description	Budget	Year to Date
250151	Governance – Capital Grants	2,595,909.00	79,090.91
EXPENDITURE – Capital			
Account #	Description	Budget	Year to Date
250171	Governance - WIP	158,000.00	70,864.64

ACTIONS OUTSTANDING FROM PREVIOUS MEETINGS

Date:	Ref:	Action	Status	Comment
A0618-07		Prepare draft vehicular crossover policy for council consideration.	In Progress	Draft Policy circulated to Councillors for input
0918/0038		Lobby State Government to review the school bus subsidy eligibility criteria	Started	Arranging a deputation with Minister for Education and Transport
Feb-19	138	Include issues identified during flood event on agenda for next LDMG meeting.	Started	Local Disaster Management Group met on 30/01/2020
Sept 19		Review current gauges and include in Asset Register and Guardian IMS. Costs to raise those gauges that need to be raised	Noted	To be discussed and progressed further with work being done with NWQROC and QRA
May 20		Note the legislative updates effected to the Council to CEO Delegations Register; Delegates the exercise of power to the CEO; and confirms it has reviewed the delegations to the CEO.	Completed	Update provided into new computer system to manage delegations
May 20		Note the details contained in the project plans and advise of any concerns with the proposed projects.	Completed	Weed projects undertaken on Council land
May 20		Cease the road and air permits as of 12 noon Friday 22 May 2020	Completed	Media release done along with ABC interview and discussion on BlackStar Radio
May 20		CEO to contact the Department to request a change of date for the Show Holiday	Completed	Only one date available if changing. August 14
May 20		CEO to follow up and provided feedback to Council on the Artificial Reef	Completed	Advise provided via email

MATTERS FOR COUNCIL CONSIDERATION

1. Covered in separate reports

A separate Report will be provided for all matters for Council consideration.

Recommendation: NIL

MATTERS FOR COUNCIL INFORMATION

2. Artificial Reef

The establishment of an artificial reef will require negotiation with the Department of Environment and Science to progress discussions about what may be required and to ascertain if the Department would support such a proposal.

Council is currently in discussions with the Department over the “sea wall” established by Council because of the FNQ and NQ Monsoon event in 2019. Council received funding to restore the beach at Karumba Point with funding from the Department through the FNQ & NQ Monsoon event funding for environmental damage.

The Council is also working on the Coastal Hazard Adaptation Study and the scope for the development of a Levee in Karumba. It may be worth holding meeting with the Department of Environment and Science to scope a series of developments along the Karumba Foreshore which could include the Rock Pool, a Sea Wall to protect the Carpark in the longer term and the Artificial Reef.

In recent weeks we have had several issues with safety concerns around the building at the Point and the foreshore near the End of the Road Motel with pieces of reinforcing mesh sticking out from the rocks and sand that could cause damage and injury.

Recommendation: For information

3. Normanton Feature

As part of my duties and role with Local Government Professionals Australia I have provided an insight of the impacts of COVID-19 on the operations via a PodCast with LG Professionals Australia.

This work has been picked up by our affiliates in the United States (ICMA – International City/County Management Association) and they are going to feature this in their monthly magazine PM – Public Management. A photo of Normanton has been requested to be placed and feature on the front cover.

Recommendation: For information

4. Economic Stimulus – COVID-19

The Federal Government announced the Local Road and Community Infrastructure Program which provides Carpentaria Shire with an allocation of \$711,924.00 and the State Government announced the COVID Works 4 Queensland program which provided Council with \$1,590,000.00 to be spent in the 2020-2021 financial year. Projects for the COVID Works 4 Queensland was to be submitted by 12 June 2020 for determination by State as eligible.

The Federal Government has also confirmed the bringing forward of the Federal Assistance Grant program our allocation (bring forward – early payment) is confirmed at \$2,696,484.00.

Recommendation: For information

5. Economic Development Strategy

The Department of State Development, Tourism and Innovation have contacted Council regarding progressing and finalising the Economic Development Strategy commenced late last year. More on this as it progresses between the Department and Council. This should start again soon given that people are now able to travel with the easing of restrictions.

Recommendation: For information

6. Monsoon Flexible Funding

The Department of Communities have advised that they are offering an extension to 30 June 2021 for the projects funded under the Flexible Funding Program. Council had four projects funded under the program and we have applied for an extension for three of the four projects as indicated below: -

- 582642 – 19690 – Carpentaria Shire Visitors Guide No extension needed
- 582643 – 19691 – Capturing Carpentaria Oral/Pictorial History Extension requested
- 582644 – 19692 – Preparation of Community Plan Extension requested
- 582645 – 19693 – Karumba Levee Scoping Study Extension requested.

Recommendation: For information

7. Coastal Hazard Adaptation Study (CHAS)

We have missed letting the Karumba Community know of some work being done by surveyors as part of this project. The surveyors have been tasked to capture the building layer (footprint) as part of the CHAS. This is something that we did not have readily available at Council and was needed to progress the project. We will arrange to get advice (albeit a bit after the fact) to the community explaining the study and apologies for not advising earlier.

COVID-19 has impacted on the ability for community engagement and getting into the community to advise of the project. We have had a community Zoom Meeting to introduce the company undertaking the project and the Project itself. Stakeholder were invited to attend the briefing and it was also recorded for use later.

The project is progressing well though, we have been funded for phases 3-6 and the report for phase three has been submitted and they are currently finalizing phase four and getting prepared to prepare the reporting for this phase. The funding for this project is \$239,940.00. The brief description of the four (3 – 6) phases is provided below: -

- Identify areas exposed to current and future coastal hazard areas
- Identify key assets potentially impacted
- Undertake a risk assessment of key assets in coastal hazard areas
- Identify potential adaptation options

Recommendation: For information

8. Camps

We have had a few discussions in relation to the camps and mentioned may be looking at replacing one of the current camps with shipping container type accommodation and ascertaining if this would be a better alternative to the current camp configuration.

Currently we require the use of cranes to establish and de-establish the camps. With utilizing container style, we may be able to set them up without the necessity for cranes etc.

Suggest we start to obtain pricing and review this as an alternative and trial for the next construction season – 2021.

Recommendation: For information

9. Coastal Hazard Adaptation Study (CHAS) - Logo

As part of the CHAS project we required a Logo to promote the project and the images for promotional material, Fact Sheets and the newsletters.

The logo was developed from a painting done by local artist Margaret Sailor. We sought Margaret's permission to utilize the images from her painting and paid a royalty of \$250.00. A draft MOU was developed, and a copy of the images also provided to Margaret for her own use. A copy of a fact sheet is also attached.

The images below are being used as part of the promotion for this project.



Recommendation: For information



Coastal landscapes, hazards and adaptation FACTSHEET No.1



This fact sheet provides a description of some of the more commonly used terms relevant to coastal hazard adaptation.

The coastal setting

Coastal geomorphology - The physical shape, processes and patterns associated with the coast, including landforms, soils, and geology.

Landform - The natural shape of the Earth's surface. Landforms range in size from small features such as dunes and estuaries found at a local scale, to large features such as mountain ranges and coastal plains that may exist at regional scales.

Shoreline - A designated line representing the landward limit of the sea. Methods used to define shorelines include fixed vertical levels or identifying the physical interface of water and land (e.g. with aerial photography).

Beach - The portion of the coastal zone periodically subjected to wave action. The seaward limit of a beach is typically defined as the spring low tide line, while the landward limit, as the vegetation line.

Coastal dunes - A ridge or series of sand ridges that form at the rear of the beach, by wind action (aeolian transport of sand).

Coastal plains - Flat, low-lying land adjacent to a sea coast.

Gulf - A deep inlet of the sea almost surrounded by land, with a narrow mouth.

Tides - The regular rise and fall of the water surface resulting from gravitational attraction of the moon and sun and other astronomical bodies acting upon the rotating earth.

Relative sea level - Sea level as measured by an official tide gauge with respect to the land upon which it is situated.

Climate change - A change in the state of the climate that persists for an extended period, typically decades or longer.

Sea-level rise - An increase in the mean level of the ocean.

Coastal hazards

Coastal hazards - Natural coastal processes that may negatively impact on the natural environment and human use of the coastal zone. Hazards include coastal erosion, storm tide inundation, and inundation due to sea-level rise.

Storm surge - Elevated sea level at the coast caused by the combined influence of low pressure and high winds associated with a severe storm such as a tropical cyclone or East Coast Low.

Storm tide - The total elevated sea height at the coast combining storm surge and the predicted tide height.

Storm tide inundation - When ocean water levels and waves are high enough to cause localised flooding of normally dry land.





Coastal landscapes, hazards and adaptation FACTSHEET No.1 (continued)



Coastal erosion - Erosion occurs when winds, waves and coastal currents act to shift sediments away from an area of the shore.

Short term erosion (storm bite) - Erosion that occurs periodically on a short-term basis, often during a storm. The shoreline and beach then gradually regain sediment (rebuild).

Long term erosion (recession or retreat) - Erosion resulting in a continuing landward movement (loss) of the shoreline or a net landward movement of the shoreline within a specified time.

Accreting coast - Coasts that experience a deposition of sand instead of erosion. Accretion occurs during the calmer seasons. Beach accretion is generally much slower than beach erosion.

Resilience and adaptation

Coastal vulnerability - The threat to coastal landforms, social, economic and environmental systems, associated infrastructure or land use that may be caused by a sustained shift in environmental conditions.

Risk assessment - A systematic process of evaluating the potential risks that may be associated with an event or activity.

Resilience - The capacity of social, economic and environmental systems to cope with or 'bounce back' following a hazardous event or disturbance, responding or reorganising in ways that maintain their essential function, identity and structure, while also maintaining the capacity to adapt and transform.

Adaptation - The process of adjustment to actual or expected climate and its effects. In human systems, adaptation seeks to moderate or avoid harm, or exploit beneficial opportunities. In some natural systems, human intervention may help a system adjust to the expected climate and its effects.

Adaptive capacity - The ability of systems, institutions, humans, plants and animals to adjust to potential damage, to take advantage of opportunities or to respond to consequences.

Adaptation pathway - A series or sequence of management actions (over time) directed to achieving long-term adaptation objectives.

Coastal adaptation - Future modification of actions and behaviour through construction of infrastructure or change in land use practices that prevents or reduces adverse impacts associated with coastal hazards.

Reference

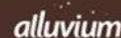
Terminology has been tailored for the Carpentaria Shire *Our Resilient Gulf* program and is consistent with the National CoastAdapt information manuals: <https://coastadapt.com.au/information-manuals>, and other sources.

More information on coastal hazards can be found at:

CoastAdapt: <https://coastadapt.com.au/>

QCoast2100: www.qcoast2100.com.au/

<https://www.carpentaria.qld.gov.au/coastal-hazard-adaptation-strategy>.



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9.2 SAVANNAH WAY LIMITED - PROPOSAL FOR PARTNERSHIP

Attachments:	NIL
Author:	Mark Crawley - Chief Executive Officer
Date:	8 June 2020
Key Outcome:	6.1 - A strong and diverse economy
Key Strategy:	6.1.4 Promote and develop Carpentaria Shire as a unique destination and to manage tourism in a sustainable way.

Executive Summary:

Savannah Way Limited have provided a proposal seeking a financial contribution from Council to the operations of the Local Tourism Organisation representing the Gulf Councils.

RECOMMENDATION:

That Council request a detailed marketing strategy from Savannah Way Limited outlining the proposed activities to be undertaken over the next five years in their role as the Local Tourism Organisation representing the Gulf Councils.

Background:

Bram Collins, Chair - Savannah Way Limited, provided an email to Councillors and I on Friday 22 May 2020 with a proposal for the operations as the Local Tourism Organisation (LTO) representing the Gulf Councils by Savannah Way Limited.

The proposal outlines the achievements of Savannah Way Limited as the LTO and requests a financial contribution of \$10,000 per annum and a sign up for a five-year term.

At the April General Meeting of Council (CEO Report Item 9.6), we considered a request from the Etheridge Shire Council in relation to establishing an LTO for the Gulf Councils.

"That Council advise Etheridge Shire Council that if we are not to continue with Savannah Way Limited as the Local Tourism Organisation (LTO) to support the Gulf Councils the next suggested organization is through Gulf Savannah Development (GSD)"

Savannah Way Limited would have some established contacts that would be of benefit as the LTO, however their record over the past three years has been limited to spending money on management and not on promotion.

The proposal as I read it is limited in relation to the Return on Investment for the Councils and does not contain a listing of the promotional activities that are proposed over the five year period of the investment from the Councils to Savannah Way Limited as the LTO.

Consultation (Internal/External):

- Savannah Way Limited
- Mayor Bawden
- Councillors

Legal Implications:

- Not applicable.
-

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Financial and Resource Implications:

- The partnership Proposal requests Council's consideration of a contribution of \$10,000 per year for a five-year term.

Risk Management Implications:

- Workplace Health and Safety Risk is assessed as low.
- Financial Risk is assessed as medium.
- Public Perception and Reputation Risk is assessed as low.

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9.3 NORTHERN ALLIANCE OF COUNCILS

Attachments:	9.3.1. EOI - AGM - Northern Alliance of Councils ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	9 June 2020
Key Outcome:	7.1 - A Shire governed in consultation and partnership with the community
Key Strategy:	7.1.1 Ensure leadership and decision making is transparent, accountable and represents the current and future interests of the region's communities.

Executive Summary:

Correspondence has been received in relation to the Annual General Meeting of the Northern Alliance of Councils to be held via Zoom on Wednesday 12 August 2020.

RECOMMENDATION:

That Council advise of any proposed motions for consideration at the Annual General Meeting of the Northern Alliance of Councils.

Background:

The Annual General Meeting (AGM) of the Northern Alliance of Councils (NAOC) is scheduled for 2:00pm on Wednesday 12 August 2020. The conference for the NAOC in 2020 has been cancelled due to the coronavirus pandemic but the AGM will continue.

The main business proposed at the AGM is a report from LAWMAC, replies to previous motions and new motions for consideration at the meeting.

Correspondence including templates for the various motions to be considered is attached and included in the report for the information and consideration of Council.

Consultation (Internal/External):

- Mayor Bawden
- Northern Alliance of Councils

Legal Implications:

- Not applicable

Financial and Resource Implications:

- Not applicable

Risk Management Implications:

- Workplace Health and Safety Risk is assessed as low
- Financial Risk is assessed as low
- Public Perception and Reputation Risk is assessed as low



(formerly North Queensland Local Government Association)

8 June 2020

Dear Member Council

On behalf of the Northern Alliance of Councils (NAOC), I write to invite you to attend the 2020 Annual General Meeting. Unfortunately, the 2020 conference is cancelled due to COVID-19 and social gathering restrictions.

The Annual General Meeting of the Northern Alliance of Councils Inc will commence at 2:00pm on Wednesday, 12 August 2020 via ZOOM.

I am enclosing an "expression of interest" form for completion and return to the Secretariat by Friday, 17 July 2020. The form is self-explanatory and will give us an indication of whether member Councils are:

- (a) submitting motions for the conference program;
- (b) interested in hosting a Northern Alliance of Council conference in 2021; and/or
- (c) interested in taking over as Secretariat of the Northern Alliance of Councils for four years.

A motions template is also attached for completion and return to the Secretariat by close of business on Friday, 17 July 2020. This will enable the Secretariat to circulate the conference motions to member Councils in advance of the 2020 Annual General Meeting; allowing members to discuss the motions and consider their position as a member Council on matters of concern to them, well in advance of the Annual General Meeting. For this reason, I wish to advise that *motions submitted after 17 July will not be accepted*. Please note: Individual Councils are still required to lodge their motions directly to LGAQ. The Northern Alliance of Councils can only support motions.

If you require information regarding hosting a NAOC Conference, Amy Russell (Ph 4761 5352 or email naoc@charters Towers.qld.gov.au); will provide you with the Host Council Resource Kit. You are required to provide a brief presentation in support of your expression of interest, at the Annual General Meeting. An overview of your presentation is required by the Secretariat no later than 17 July 2020, for inclusion in the meeting agenda. This overview should reference conference facilities, available accommodation, transport logistics and a conference theme. It is requested that interested Councils, having discussed this at Council level, also provide us with a resolution of Council endorsing their expression of interest.

I have also attached the following meeting notices:

- Attachment 1 - Notice of NAOC 2020 General Meeting
- Attachment 2 - Notice of NAOC 2020 Annual General Meeting

I look forward to meeting with you all via Zoom in August to plan our future direction as an advocacy body for issues of importance to northern Councils.

Yours faithfully

Mayor Frank Beveridge
President
Northern Alliance of Councils Inc

EXPRESSION OF INTEREST
SUBMISSION OF 2020 CONFERENCE MOTIONS
AND / OR
HOSTING A FUTURE NAOC CONFERENCE
AND/OR
SECRETARIAT OF NAOC

Our Council will be submitting motion/s for consideration at the 2020 Conference Annual General Meeting	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Our Council is interested in taking over as Secretariat of the Northern Alliance of Councils for a four-year period	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Our Council is interested in hosting a future conference of the Northern Alliance of Councils Inc	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date and number of Council Resolution endorsing this expression of interest in hosting a future Conference		

Please return to: Northern Alliance of Councils Inc Secretariat
Email : naoc@charterstowers.qld.gov.au
By 4.00pm Friday 17 July 2020

Northern Alliance of Councils Inc
President:
Mayor Frank Beveridge

Secretariat:
Charters Towers Regional Council
P.O. Box 189,
CHARTERS TOWERS QLD 4820

Doc Ref #
P: (07) 4761 5352
F: (07) 4761 5344
E: naoc@charterstowers.qld.gov.au
ABN: 96 975 058 935

2020 CONFERENCE MOTION TEMPLATE

Submitting council	
Date of council resolution approving motion be submitted	LGAQ Policy Executive district
Title of motion	
Motion	
Background	
What is the desired outcome sought? What are the impacts (positive or negative) on local government?	
NAOC comment (if applicable)	

Please return to : Northern Alliance of Councils Inc Secretariat
Email : naoc@charterstowers.qld.gov.au
By 4.00pm Friday 17 July 2020

PLEASE NOTE: MOTIONS RECEIVED AFTER 17 JULY WILL NOT BE ACCEPTED

Thank you for your assistance

Northern Alliance of Councils Inc
President:
Mayor Frank Beveridge

Secretariat:
Charters Towers Regional Council
P.O. Box 189,
CHARTERS TOWERS QLD 4820

Doc Ref #
P: (07) 4761 5352
F: (07) 4761 5344
E: naoc@charterstowers.qld.gov.au
ABN: 96 975 058 935

ATTACHMENT 1

NOTICE OF GENERAL MEETING

NOTICE is hereby given that the Northern Alliance of Councils Inc will hold its 2020 Annual General Meeting at 2:00pm on Wednesday, 12 August 2020 via ZOOM.

Business at the General Meeting shall be as follows:-

1. Apologies.
2. Confirmation of Minutes of previous General Meeting held in Bowen on 14 August 2019
3. Business arising out of Minutes.
4. Correspondence referred to the meeting by the Executive.
5. Report by LAWMAC
6. Business arising out of "Replies to Resolutions".
7. Consideration of motions submitted by member Councils.
8. Consideration of expressions of interest to host future conferences.
9. General Business.

Amy Russell
Secretary/Treasurer

Northern Alliance of Councils Inc
President:
Mayor Frank Beveridge

Secretariat:
Charters Towers Regional Council
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ATTACHMENT 2

NOTICE OF ANNUAL GENERAL MEETING

NOTICE is hereby given that the Northern Alliance of Councils Inc will hold its 2020 Annual General Meeting at 2:00pm on Wednesday, 12 August 2020 via ZOOM.

Business at the Annual General Meeting shall be as follows:-

1. Attendance and apologies
2. Confirmation of Minutes of previous General Meeting held in Bowen on 14 August 2019
3. Business arising out of Minutes
4. Correspondence Inwards/Outwards as referred by the Executive
5. President's Report
6. Secretary/Treasurer's Report
7. Receipt and adoption of 2019 audit report and financial statements for NAOC
8. Annual subscriptions
9. Secretarial allowance
10. General Business.
11. Nomination of Secretariat Council for 2020 – 2024

Amy Russell
Secretary/Treasurer

Northern Alliance of Councils Inc
President:
Mayor Frank Beveridge

Secretariat:
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BUSINESS PAPERS

9.4 CONTRACTORS CODE OF CONDUCT

Attachments:	9.4.1. Draft Contractor Code of Conduct ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	8 June 2020
Key Outcome:	7.3 - Strategic management of Council
Key Strategy:	7.3.1 Develop and implement local laws, policies, standards and codes in accordance with legislative requirements and ensure compliance.

Executive Summary:

A draft Contractor Code of Conduct has been developed for adoption by Council which is similar in nature to the code of conduct adopted for employees of Council. Council engages a significant number of contractors each year to undertake work on behalf of Council and this draft code of conduct has been developed specifically for the Contractors so engaged.

RECOMMENDATION:

That Council adopt the Carpentaria Shire Council Contractors Code of Conduct as presented and request the Chief Executive Officer make the necessary arrangements for the conduct of an information session by Council's legal representative for all Contractors in relation to the Contractors Code of Conduct.

Background:

Following an incident earlier in the year it was highlighted that the Employee Code of Conduct does not provide sufficient provision to dealing with inappropriate behaviour of contractors engaged by Council to provide goods and services and maintain a professional image and high standard of ethical behaviour while contracting for Council.

The draft Code of Conduct sets out the requirements and standards expected of Contractors who are not employees of Council but who are engaged by Council to provide goods or services.

It aims to deliver best practice by ensuring those standards are clear and guided by the ethics principles set out in the *Public Sector Ethics Act 1994 (Qld)*. The Code does not cover every situation, but the principles set out in the draft Code form the basis for any arrangements Council enters into with Contractors for the delivery of goods and services to Council and on behalf of Council.

The values, ethics and standard of behaviour it outlines are a reference point to help Contractors maintain a high standard of ethical behaviour while contracting to Council.

Consultation (Internal/External):

- Mayor Bawden
- Councillors
- Preston Law

BUSINESS PAPERS

Legal Implications:

- *Public Sector Ethics Act 1994.*

Financial and Resource Implications:

- Preston Law - \$4,500 (plus GST) plus travel to undertake the information sessions for contractors.

Risk Management Implications:

- Workplace Health and Safety Risk is assessed as low.
- Financial Risk is assessed as low.
- Public Perception and Reputation Risk is assessed as low.



CARPENTARIA SHIRE COUNCIL

Contractors Code of Conduct

Authorised by: Chief Executive Officer
Date of adoption:
Review Date:
Version:
Next Review:

carp0002_20200769_002.docx

Code of Conduct for Council Contractors

1. INTRODUCTION

As a local government, Council is entrusted to represent the community and to meet community expectations on the delivery of services by Council throughout Carpentaria Shire.

Contractors engaged by Council to provide goods or services are also accountable to the community and the community is entitled to have high expectations of all individuals and entities that are Contractors that operate within or who provide goods and services to Council and the community on behalf of Council.

Council's expectations are that all Contractors engaged by Council will act ethically and with integrity, safeguard public resources and be accountable to Council and the community by maintaining effective, productive working relationships with Council and the community.

2. THE OBJECTIVE

This Code of Conduct sets out the requirements and standards expected of Contractors who are not employees of Council but who are engaged by Council to provide goods or services.

It aims to deliver best practice by ensuring those standards are clear and guided by the ethics principles set out in the *Public Sector Ethics Act 1994 (Qld)*. The Code does not cover every situation but the principles set out in this Code form the basis for any arrangements Council enters into with Contractors for the delivery of goods and services to Council and on behalf of Council.

The values, ethics and standard of behaviour it outlines are a reference point to help Contractors maintain a high standard of ethical behaviour while contracting to Council.

3. COUNCIL STATEMENT

Council conducts its business with integrity, honesty and fairness and complies with all relevant laws, regulations, codes, policies and corporate standards.

It is expected that all Contractors will also follow the highest standards of behaviour in the performance of contracts with and on behalf of Council and that Contractors will encourage a culture where professional ethical conduct is recognised, valued and followed by everyone working in or for the Contractor.

Contractors must work safely, use technology and Council assets effectively, adapt to changes to improve the delivery of goods and services in a way that is consistent with the ethics and local government principles below, Council's Community, Corporate and Operational Plans and this Code of Conduct.

4. OUR VISION

Outback by the Sea – it's a great place to work, live and play.

Code of Conduct for Council Contractors

5. OUR MISSION STATEMENT

Carpentaria Shire Council – Working for our Community

6. CORE VALUES

Strong Leadership – our community has every right to expect leadership that has integrity, unity and consistency.

Respect and teamwork – we know that we can only achieve great outcomes for our region by working together as a team.

Good governance – we need to deliver good governance for our region which is based on honesty, openness and transparency of local government.

Pride in our work – we aim to do the best for our community all the time, every time.

Positive and professional – we are not interested in blame but we want to find the best solutions to problems.

Informed decision making – we need to make sure that we have the best information available when making decisions.

Realistic goals – we believe in dreaming with our eyes open and focusing on what is achievable.

7. LEGISLATIVE PRINCIPLES

The *Public Sector Ethics Act 1994* (Qld) identifies four ethics principles fundamental to good public administration that will form the basis for this Code of Conduct. The four principles are:

- (a) Integrity and Impartiality;
- (b) Promoting the Public Good;
- (c) Commitment to the System of Government; and
- (d) Accountability and Transparency.

The *Local Government Act 2009* (Qld) sets out the way in which a local government is constituted and the nature and extent of its responsibilities and powers. The Act requires that Council's actions are consistent with the following local government principles:

- (a) Transparent and effective processes, and decision-making in the public interest; and
- (b) Sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) Democratic representation, social inclusion and meaningful community engagement; and
- (d) Good governance of, and by, local government; and
- (e) Ethical and legal behaviour of Councillors and local government employees which includes Contractors.

Code of Conduct for Council Contractors

8. TO WHOM DOES THE CODE APPLY?

These legislated principles, together with Council's core values, form the basis of this Code of Conduct. The Code of Conduct applies to all Contractors engaged by Council to deliver goods and services to Council and in the community and are designed to guide thinking, actions and decision-making.

A copy of the Code of Conduct will be provided to all Contractors engaged by Council on or before commencement of any contract and updated copies will be provided during the term of any contract as the Code of Conduct is amended from time to time.

All Contractors, paid or unpaid, must be familiar with and comply with the Code of Conduct.

9. WHEN DOES THE CODE APPLY?

This Code of Conduct forms part of any contract that is entered into with Council for the delivery of goods and services.

The Code of Conduct applies in all circumstances where Contractors are engaged by Council including at Council workplaces and on job sites where activities of the Contractor are related to working with Council and where the actions of a Contractor may impact on the reputation and activities of the Council.

10. ETHICAL PRINCIPLES, VALUES AND CONDUCT

Ethical behaviour includes:

- making decisions based on what is right rather than what is expedient;
- open, honest and trustworthy decision making;
- transparency and accountability in all dealings under the contract.

Unethical behaviour includes:

- bullying, harassment, intimidation, exerting undue influence;
- inappropriate conduct or misconduct;
- fraudulent, criminal or corrupt conduct;
- actions which result in a loss of confidence by the community in the Council and the Contractor;
- actions which result in a lack of trust in decisions made by the Contractor or Council;
- actions which have an unacceptable impact on Council financial resources;
- actions which result in the loss of reputation and credibility of Council and the Contractor;
- actions which may result in a breach of trust with Council.

A guide to Ethical Decision Making is contained in **Appendix B**.

Code of Conduct for Council Contractors

10.1 The First Principle – Integrity and impartiality

Section 6 of the *Public Sector Ethics Act 1994* (Qld) states:

“In recognition that public office involves a public trust, public service agencies, public sector entities and Public Officials seek to promote public confidence in the integrity of the public sector and —

- (a) *are committed to the highest ethical standards; and*
- (b) *accept and value their duty to provide advice which is objective, independent, apolitical and impartial; and*
- (c) *show respect towards all persons, including employees clients and the general public; and*
- (d) *acknowledge the primacy of the public interest and undertake that any Conflict of Interest issue will be resolved or appropriately managed in favour of the public interest; and*
- (e) *are committed to honest, fair and respectful engagement with the community.”*

(a) Conflicts of Interest:

When delivering the goods and services under the contract, Contractors must ensure that their interests and the interests of any relative or close associates do not conflict with the performance of the duties, obligations and responsibilities of the Contractor required under the contract.

A conflict of interest involves a conflict between the performance of the contract for or on behalf of Council in the public interest and the private interests of the Contractor. Being paid by Council to perform the contract entered into with the Contractor is not a conflict of interest.

A conflict of interest can include gaining a personal advantage or a benefit or gaining an advantage or benefit for a relative or close associate of the Contractor over and above the terms of the contract which is not permitted under the contract or at law or obtained without the knowledge or consent of the Council.

A conflict of interest can also include causing a detriment or loss to another person or entity.

A conflict can be a real conflict or could be reasonably taken to be a conflict of interest i.e. a perceived conflict of interest.

A conflict of interest, real or perceived can include:

Code of Conduct for Council Contractors

- Personal interests of the Contractor that are or could reasonably be seen to be in conflict with the Council's interests or the public interest;
- Personal interests of a relative or close associate of the Contractor e.g. parent, sibling, business partner that are or could reasonably be seen to be in conflict with the Councils' interests or the public interest;
- Personal views or beliefs of the Contractor that could influence or be seen to influence the impartiality of the Contractor in the performance of the duties under the contract;
- Personal views or beliefs that could be detrimental or be seen to be detrimental to the reputation of the Council in the performance of the duties directly or indirectly related to the contract.

A Contractor must declare any conflicts of interest, real or perceived, that could affect their objectivity and impartiality or which could be or could be seen to be unduly influencing the Contractor or another party in the performance of the contract.

A Contractor is required to disclose conflicts of interests prior to the commencement of any contract and any conflicts that may arise during the contract.

If a Contractor has a conflict of interest, whether real or perceived, it is the responsibility of the Contractor to disclose the conflicts to the Council Contract Manager.

A Contractor must not take part in any decision-making processes related to the contract until such time as the Council Contract Manager is satisfied that the conflict has been dealt with appropriately.

(b) Influences on Decision-Making:

A Contractor must not influence any Councillor or Council officer in an improper way with the aim to obtain personal advantage or favours for the Contractor, relative, close associate or any other person or entity.

A Contractor must act, and be seen to act, in a fair and transparent manner. This can be achieved in a number of ways, including clear record-keeping and open transparent processes in the delivery of the goods or services under the contract.

A Contractor must not in any way misrepresent to Council the qualifications, experience or expertise required under the contract for the delivery of the goods or services by the Contractor.

(c) Contracts Other than with Council:

A Contractor is entitled to operate their business without interference by Council subject to the following:

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Code of Conduct for Council Contractors

- that no conflict of interest exists or develops, between the delivery of the goods or services under the contract to Council and any other contract that the Contractor is engaged in.
- that activities of the Contractor other than under the contract with Council, do not impact on the delivery of goods and services to Council. This includes effects from a safety/fatigue management perspective.
- that the activities of a Contractor other than under a contract with Council or otherwise permitted, does not involve use of Council resources (physical, technological or intellectual); and
- confidential information provided by Council is not used or disclosed in any way under any other contractual arrangement the Contractor might have.

(d) Social Media

The Social Media policy adopted by Council applies to all Contractors engaged by Council and applies with respect to all digital spaces to ensure that any comments, contributions, posts or sharing of content made by the Contractor on any social media site are not detrimental to Council interests under the contract or Councils' reputation and standing within the community.

(e) Public Comments on Council Business:

Council business can be topical, sensitive and controversial and under no circumstances should a Contractor make any public comment about Council business or the contract for which the Contractor is engaged without the express written consent of the Council Contract Manager.

All queries made for public comment to a Contractor which has been engaged by Council under a contract or on Council business related to the contract must be referred to the Council Contract Manager.

Contractors are not permitted to make statements or comments on Council policy or to have public discussions on Council contracts unless it is clearly articulated that the views expressed are personal to the contractor and not the view of Council.

A Contractor must at all times perform the duties under a contract in a way that does not have an adverse impact on Council's interests or reputation or bring the Council into disrepute.

(f) External Activities:

Code of Conduct for Council Contractors

Contractors are free to engage in trade union, party-political, professional, interest group or charity activities of their choosing. However, such activities must not cause either a conflict of interest, and/or unduly restrict the performance of the Contractor under the contract with Council.

A Contractor must not allow their external activities to adversely affect their performance under the contract or the reputation of Council.

A Contractor must not participate in activities in the public arena including on social media, where the Contractor could be taken to be a Council employee. Where such a situation arises, it is the responsibility of the Contractor to declare and manage the conflict in accordance with this Code of Conduct and any other relevant policies adopted by Council that apply to a contract.

(g) Behaviour Towards Each Other:

Contractors are required to treat Council officers, other contractors and the community with trust, respect, honesty, fairness, sensitivity and dignity in the performance of the contract.

Contractors who supervise or manage their own employees have a responsibility to model appropriate behaviour, and to ensure that their employees and subcontractors understand the standard of performance and behaviour that is expected when engaged by Council under a contract including dealing with the community generally.

Council values diversity and expects all Contractors to accommodate and respect different opinions and perspectives, and to manage interpersonal disagreements by rational debate and to avoid harassment of any kind.

Contractors are required to work co-operatively with Council officers and other contractors in the effective performance of the contract.

(h) Non-discriminatory Workplace:

Council is an equal opportunity employer and as such Contractors and any person or entity engaged by Council must not discriminate based on an attribute, or based on a person's association with another person who maintains an attribute relating to:

- race/ethnicity;
- gender;
- national origin;
- marital status;
- sexual preference/lawful sexual activity;
- age;
- disability/impairment, including infectious disease;

Code of Conduct for Council Contractors

- industrial/employment activity;
- physical features;
- pregnancy;
- family responsibilities;
- religious beliefs;
- political conviction;
- breast feeding; or
- gender identity.

Contractors engaged by Council are responsible to ensure that no discriminatory behaviour in the performance of the contract with Council occurs or is accepted.

A Contractor witnessing discriminatory behaviour while engaged under a contract with Council must report such behaviour to Council's Contract Manager.

Where a Contractor is found to have engaged in discriminatory behaviour while engaged by Council, Council may suspend or terminate the contract for a breach of this Code of Conduct.

(i) Bullying and Harassment:

Council is also committed to the prevention of any form of bullying or harassment, victimisation or other forms of bullying in the workplace, or at any place where work or contract related activities are performed, including at all Council functions. This commitment applies to all Contractors engaged by Council.

Contractors have a responsibility to ensure that their employees or sub contractors do not engage in any actions that may constitute bullying or harassment of any kind while engaged by Council.

For further information refer to Council's Discrimination, Harassment and Bullying Policy **Appendix C**.

10.2 The Second Principle – Promoting the Public Good

Section 7 of the *Public Sector Ethics Act 1994* (Qld) states:

"In recognition that the public sector is the mechanism through which the elected representatives deliver programs and services for the benefit of the people of Queensland, public service agencies, public sector entities and Public officials –

- accept and value their duty to be responsive to both the requirements of government and to the public interest; and*
- accept and value their duty to engage the community in developing and effecting official public sector priorities, policies and decisions; and*
- accept and value their duty to manage public resources effectively, efficiently and economically; and*

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Code of Conduct for Council Contractors

- (d) *value and seek to achieve excellence in service delivery; and*
- (e) *value and seek to achieve enhanced integration of services to better service clients."*

(a) Community:

When contracted to Council under a contract, Contractors are required to treat all members of the public equitably and with honesty, fairness, sensitivity and dignity.

Contractors to Council are expected to treat complaints received in the performance of the contract including from Council officers, the community or the employees of the contractor seriously and to respond and manage such complaints appropriately including referral to Council Contract Manager where appropriate to do so.

(b) Concern for the Environment

Contractors must ensure that they comply with all requirements under the *Environmental Protection Act 1994* (Qld) and other applicable legislation including Council local laws to minimise environmental harm in the delivery of goods and services to Council under the contract.

(c) Workplace Health and Safety

Contractors will take reasonable steps to ensure the safety, health and welfare of the its employees and subcontractors and acknowledges that at law, the Contractor has a duty of care to its employees and sub contractors, Council officers and members of the public.

Contractors are required:

- to comply with the instructions given by Council officers for workplace health and safety at any Council workplace;
- to use personal protective equipment as required or necessary in the performance of the contract in accordance with all work health and safety policies and legislation;
- not to wilfully or recklessly interfere with or misuse anything provided for health and safety at the workplace;
- not to wilfully place at risk the health and safety of any person at the workplace including the Contractor as an individual;

Contractors have a duty under this Code of Conduct in the performance of the contract to:

- identify hazards and manage risks to health and safety;
- perform all work safely and follow safe work practices;

Code of Conduct for Council Contractors

- report any incidents or hazards immediately to the Council Contract Manager and support investigations;
- take corrective action to 'make safe' the workplace, relevant workplace area or work activities where the Contractor is working and to implement improvements where apparent and where instructed to do so by Council Contract Manager acting reasonably.

Contractors must ensure that all its employees and subcontractors in the performance of the duties under the contract do not:

- use, possess or be impaired by the effects of illegal drugs whilst on duty;
- come to work impaired by the effects of alcohol or drugs;
- consume alcohol while on duty or in the workplace other than strictly in accordance with Council Policy;
- gamble or bet on Council premises (except for authorised sweeps and tipping competitions);
- smoke anywhere within Council's buildings, in Council vehicles, in any enclosed spaces or within 4m of any part of an entrance to an enclosed place which is owned or operated by Council.

For more information refer to Council's Fit for Work Policy and Smoke-Free Workplace Policy which will apply to Contractors, its employees and sub contractors.

(d) Council Property

Emails and Internet Services

Contractors with access to Council provided internet services must only access these services in accordance with the authorisation given by the Council Contract Manager and for the purpose for which access is provided under the contract.

Where a Contractor has access to an email address provided by Council under a contract, use of the email address must be in accordance with all applicable Council policies and procedures, with the authorisation given by the Council Contract Manager and for the purpose of performance under the contract and for no other purpose whatsoever.

All emails sent and received from Council servers are public records for the purposes of the *Public Records Act 2002*.

Use of Councils' internet services including emails for private purposes is not permitted.

Contractors must ensure that emails sent and received by a Contractor on Council servers are not offensive, unlawful or expose Council to risk of harm or reputational damage.

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Code of Conduct for Council Contractors

Property, Plant and Equipment

Where Council property, plant or equipment is made available to a Contractor under a contract, all Council property plant or equipment must be:

- only used in accordance with the contract for which it has been provided
- used lawfully for the purpose for which it has been provided
- used economically and efficiently to promote good use and management of Council resources;
- maintained and returned in good condition on or before the expiration of the contract.

A Contractor must report any loss or damage to Council property, plant or equipment that has been made available to the Contractor under a contract as soon as practicably possible.

10.3 The Third Principle – Commitment to the System of Government

Section 8 of the *Public Sector Ethics Act 1994* (Qld) states:

- (1) *"In recognition that the public sector has a duty to uphold the system of government and the laws of the State, Commonwealth and local government, public service agencies, public sector entities and Public officials –*
 - (i) *accept and value their duty to uphold the system of government and the laws of the state, the Commonwealth and local government; and*
 - (ii) *are committed to effecting official public sector priorities, policies and decisions professionally and impartially; and*
 - (iii) *accept and value their duty to operate within the framework of Ministerial responsibility to government, the Parliament and the community.*
- (2) *Subsection (1) does not limit the responsibility of a public service agency, public sector entity or Public official to act independently of government if the independence of the agency, entity or official is required by legislation or government policy, or is a customary feature of the work of the agency, entity or official."*

(a) Acting Within the Law

Contractors must comply with the terms of the contract, applicable legislation, Council policies and local laws in the performance of the contract.

Code of Conduct for Council Contractors

(b) Raising Concerns

When raising complaints or grievances which are to be raised with the Council Contract Manager, Contractors are expected to act with honesty and in good faith. Complaints that are considered vexatious or frivolous will not be progressed.

10.4 The Fourth Principle – Accountability and Transparency

Section 9 of the Public Sector Ethics Act 1994 (Qld) states:

"In recognition that public trust in public office requires high standard of public administration, public service agencies, public sector entities and public officials –

- (a) are committed to exercising proper diligence, care and attention; and*
- (b) are committed to using public resources in an effective and accountable way; and*
- (c) are committed to managing information as openly as practicable within the legal framework; and*
- (d) value and seek to achieve high standards of public administration; and*
- (e) value and seek to innovate and continuously improve performance; and*
- (f) value and seek to operate within a framework of mutual obligation and shared responsibility between public services agencies, public sector entities and Public Officials."*

(a) Accountability and Transparency

Contractors are required in their engagement with Council to perform the duties required under the contract:

- in accordance with the core values of Council;
- with respect, tolerance and courtesy;
- with a commitment to Council and community to provide excellent service;
- to deliver the goods and services with objectivity and impartiality;
- to work cohesively and cooperatively with Council in the administration and delivery of goods and services;
- to declare and manage conflicts of interest both real and perceived in a clear and transparent manner.

(b) Diligence, Care and Attention

Council aims to conduct its business with integrity, honesty and fairness and to achieve the highest standards in service delivery. Contractors are required to deliver the goods and services under a contract, honestly, responsibly, in a conscientious manner and in accordance with the terms of the contract.

Code of Conduct for Council Contractors

Contractors managing or supervising others, must ensure that the values and principles outlined in this Code are complied with and appropriate action is taken if the contractor, its employees or subcontractors are in breach of this Code at any time.

(c) Confidential Information

During the course of a contract, a Contractor may be privy to or obtain commercially confidential or sensitive information or material that relates to Council operations and/or other contracts and/or information that the Contractor knows or ought to know is confidential to the Council and which must remain confidential.

Confidential information held or made available to a Contractor must not be used, disclosed or made available to any other person or entity without the express written consent of Council.

Confidential information held or made available to a Contractor must only be used for the purpose for which it has been made available to the Contractor.

Confidential information must not be used for personal gain or to cause a detriment to Council or any third party and must not be made publicly available without the express written consent of the Council Contract Manager.

Confidential information if held by a Contractor for the term of the contract must be stored properly and securely at all times.

At the end of the contract, any confidential information or material that is in the possession of the Contractor must be returned to Council or destroyed on instructions from the Council Contract Manager.

(d) Privacy

In dealings with Council, a Contractor may obtain or be provided with personal information.

Personal information as defined in the *Information Privacy Act 2009 (Qld)* is information about an individual that identifies or could reasonably identify an individual.

All Contractors to the extent that they collect, handle, give or have access to personal information must comply with the Privacy Principles outlined under the *Information Privacy Act 2009 (Qld)* as if the Contractor were an entity or individual to which the *Information Privacy Act 2009 (Qld)* applies.

A copy of the Privacy Principles which apply under this Code of Conduct are set out in at **Appendix C**.

Code of Conduct for Council Contractors

(e) Intellectual Property

Unless stated otherwise in the contract with the Contractor, intellectual property rights relating to but not limited to copyright, scientific discoveries, designs, trademarks, inventions or artistic creations created or developed in the performance of the contract, are and remain the property of the Council and cannot be sold transferred or given away without the express written consent of the Council.

All Contractors must ensure that their actions under a contract do not breach or infringe the *Copyright Act 1968* (Cth), by unlawfully using the intellectual property of any individual or organisation in the performance of the contract with Council.

Copyrights, trademarks and patents of suppliers and other organisations engaged by Council cannot be reproduced with the express consent of the supplier or organisation to which the intellectual property belongs.

11. RESPONSIBILITIES OF CONTRACTORS

A local government employee includes a Contractor to Council in accordance with section 199 (2) (a) of the *Local Government Act 2009 (Qld)*.

All employees of Council have the same responsibilities as defined by Section 13 of the *Local Government Act 2009 (Qld)*. Section 13 (2) of the *Local Government Act 2009 (Qld)* states that:

All employees have the following responsibilities—

- (a) implementing the policies and priorities of the local government in a way that promotes—
 - (i) *the effective, efficient and economical management of public resources; and*
 - (ii) *excellence in service delivery; and*
 - (iii) *continual improvement;*
- (b) carrying out their duties in a way that ensures the local government—
 - (i) *discharges its responsibilities under this Act; and*
 - (ii) *complies with all laws that apply to local governments; and*
 - (iii) *achieves its corporate plan;*
- (c) providing sound and impartial advice to the local government;
- (d) *carrying out their duties impartially and with integrity;*
- (e) *ensuring the employee's personal conduct does not reflect adversely on the reputation of the local government;*
- (f) *improving all aspects of the employee's work performance;*
- (g) *observing all laws relating to their employment;*

Code of Conduct for Council Contractors

- (h) *observing the ethics principles under the Public Sector Ethics Act 1994, section 4;*
- (i) *complying with a code of conduct under the Public Sector Ethics Act 1994.*

12. BREACHES OF THE CODE

Council expects all Contractors engaged by Council to ensure they demonstrate the standards of acceptable conduct as set out in this Code.

A breach of the Code of Conduct damages business effectiveness, Councils' reputation and its relationship with the wider community. Any action or lack of action by a Contractor engaged by Council that contravenes this Code of Conduct will result in Council taking disciplinary action against the Contractor which may include:

- termination of the contract;
- a request for replacement of an individual engaged by the Contractor under the contract;
- a claim for damages or loss for breach of contract;
- referral to the Crime and Corruption Commission and/or Queensland Police.

All suspected breaches of this Code of Conduct will be investigated by Councils' Contract Manager.

The contract may be suspended until such time as the investigation has been completed.

13. DOCUMENT OWNER

Chief Executive Officer

14. REVIEW

This Code will be reviewed on [insert]

For all queries or feedback regarding this document, please contact the responsible officer below.

Contact	Contact Number	Contact E-mail
Council Contract Manager	[tbc]	[tbc]

References:

Related Documents

Appendix A – C
Local Government Act 2009 (Qld)
Public Sector Ethics Act 1994 (Qld)
Information Privacy Act 2009
Council Policies

Code of Conduct for Council Contractors

APPENDIX A – DEFINITIONS

Benefit – means something that is of value to the recipient that is not provided for in the Contract.

Conflict of Interest – means a conflict between the personal or private interests of a Contractor. A Conflict of Interest can arise from either gaining a personal advantage or avoiding a personal loss. Conflicts of interest can be real (actual) or perceived (apparent).

Contract means any agreement or arrangement entered into between a Contractor for the provisions of goods or services to Council, paid or not.

Contractor means any person or entity, including employees, subcontractors or volunteers of a Contractor engaged by Council to provide goods or services to the Council directly or to the community on behalf of the Council.

Council Contract Manager means the Council officer with the responsibility for management and administration of the contract with the Contractor

Impaired by the effects of alcohol or drugs means:

- for all Contractors, including those not operating/driving heavy vehicles and buses, a blood alcohol content greater than 0.00%;
- for all Contractors – a positive drug test result in excess of the cut-off levels specified in Australian Standard AS 4308 (urine testing) and/or Australian Standard AS4760 (saliva testing); and/or physical or mental condition and/or behaviour which limits the Contractor's ability to undertake work in a safe and effective manner.

Code of Conduct for Council Contractors

APPENDIX B - A GUIDE TO ETHICAL DECISION MAKING

The following guide is designed to help you reach an ethical decision based on the relevant facts and circumstances of a situation.

Step 1: Assess the Situation.

- What is the aim of the Contract?
- Does it break the law or go against the Code?
- Is it a breach of Contract?
- Is it in line with the Code's principles?
- What are the obligations or responsibilities under the Contract and this Code?

Step 2: Look at the Situation from Council's Viewpoint.

- As a Contractor, what are your responsibilities?
- What are the relevant laws, rules and guidelines that apply under the Contract?

Step 3: How would Others see your Actions?

- Is the action or decision taken honest and impartial?
- Is there a Conflict of Interest?
- Can the decision or action stand up to public scrutiny?
- How would it look in a newspaper?
- Are Council core values of what is right and wrong compromised by this?

Step 4: Consider the Options.

- Speak to the Council Contract Manager.
- What will be the outcome for Council and your Contract?

Step 5: Choose your Course of Action.

- Make sure all actions and decision taken under the Contract are:
 - (a) lawful and in line with the Contract and this Code; and
 - (b) consistent with Council's mission, goals and values

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APPENDIX C – INFORMATION PRIVACY PRINCIPLES

IPP 1 - Collection of personal information (lawful and fair)

1. An agency must not collect personal information for inclusion in a document or generally available publication unless:
 - (a) the information is collected for a lawful purpose directly related to a function or activity of the agency; and
 - (b) the collection of the information is necessary to fulfil the purpose or is directly related to fulfilling the purpose.
2. An agency must not collect personal information in a way that is unfair or unlawful.

IPP 2 - Collection of personal information (requested from individual)

1. This section applies to the collection by an agency of personal information for inclusion in a document or generally available publication.
2. However, this section applies only if the agency asks the individual the subject of the personal information for either-
 - (a) the personal information; or
 - (b) information of a type that would include the personal information.
3. The agency must take all reasonable steps to ensure that the individual is generally aware of -
 - (a) the purpose of the collection; and
 - (b) if the collection of the personal information is authorised or required under a law-
 - (i) the fact that the collection of the information is authorised or required under a law; and
 - (ii) the law authorising or requiring the collection; and
 - (c) if it is the agency's usual practice to disclose personal information of the type collected to any entity (the first entity) - the identity of the first entity; and
 - (d) if the agency is aware that it is the usual practice of the first entity to pass on information of the type collected to another entity (the second entity), the identity of the second entity.
4. The agency must take the reasonable steps required under subsection

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- (a) if practicable--before the personal information is collected; or
 - (b) otherwise--as soon as practicable after the personal information is collected.
5. However, the agency is not required to act under subsection (3) if -
- (a) the personal information is collected in the context of the delivery of an emergency service; and
6. Example –
- (a) personal information collected during a triple 0 emergency call or during the giving of treatment or assistance to a person in need of an emergency service;
 - (b) the agency reasonably believes there would be little practical benefit to the individual in complying with subsection (3) in the circumstances; and
 - (c) the individual would not reasonably expect to be made aware of the matters mentioned in subsection (3).

IPP 3 - Collection of personal information (relevance etc.)

1. This section applies to the collection by an agency of personal information for inclusion in a document or generally available publication.
2. However, this section applies to personal information only if the agency asks for the personal information from any person.
3. The agency must take all reasonable steps to ensure that:
 - (a) the personal information collected is:
 - (i) relevant to the purpose for which it is collected; and
 - (ii) complete and up to date; and
 - (b) the extent to which personal information is collected from the individual the subject of it, and the way personal information is collected, are not an unreasonable intrusion into the personal affairs of the individual.

IPP 4 - Storage and security of personal information

1. An agency having control of a document containing personal information must ensure that:
 - (a) the document is protected against:
 - (i) loss; and

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- (ii) unauthorised access, use, modification or disclosure; and
 - (iii) any other misuse; and
- (b) if it is necessary for the document to be given to a person in connection with the provision of a service to the agency, the agency takes all reasonable steps to prevent unauthorised use or disclosure of the personal information by the person.
2. Protection under subsection (1) must include the security safeguards adequate to provide the level of protection that can reasonably be expected to be provided.

IPP 5 - Providing information about documents containing personal information

1. An agency having control of documents containing personal information must take all reasonable steps to ensure that a person can find out:
- (a) whether the agency has control of any documents containing personal information; and
 - (b) the type of personal information contained in the documents; and
 - (c) the main purposes for which personal information included in the documents is used; and
 - (d) what an individual should do to obtain access to a document containing personal information about the individual.
2. An agency is not required to give a person information under subsection (1) if, under an access law, the agency is authorised or required to refuse to give that information to the person.

IPP 6 - Access to documents containing personal information

1. An agency having control of a document containing personal information must give an individual the subject of the personal information access to the document if the individual asks for access.
2. An agency is not required to give an individual access to a document under subsection (1) if -
- (a) the agency is authorised or required under an access law to refuse to give the access to the individual; or
 - (b) the document is expressly excluded from the operation of an access law.

IPP 7 - Amendment of documents containing personal information

1. An agency having control of a document containing personal information must take all reasonable steps, including by the making of an appropriate amendment, to ensure the personal information:
- (a) is accurate; and

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- (b) having regard to the purpose for which it was collected or is to be used and to any purpose directly related to fulfilling the purpose, is relevant, complete, up to date and not misleading.
2. Subsection (1) applies subject to any limitation in a law of the State providing for the amendment of personal information held by the agency.
3. Subsection (4) applies if:
 - (a) an agency considers it is not required to amend personal information included in a document under the agency's control in a way asked for by the individual the subject of the personal information; and
 - (b) no decision or recommendation to the effect that the document should be amended wholly or partly in the way asked for has been made under a law mentioned in subsection (2).
4. The agency must, if the individual asks, take all reasonable steps to attach to the document any statement provided by the individual of the amendment asked for.

IPP 8 - Checking of accuracy etc. of personal information before use by agency

Before an agency uses personal information contained in a document under its control, the agency must take all reasonable steps to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, complete and up to date.

IPP 9 - Use of personal information only for relevant purpose

1. This section applies if an agency having control of a document containing personal information proposes to use the information for a particular purpose.
2. The agency must use only the parts of the personal information that are directly relevant to fulfilling the particular purpose.

IPP 10 - Limits on use of personal information

1. An agency having control of a document containing personal information that was obtained for a particular purpose must not use the information for another purpose unless:
 - (a) the individual the subject of the personal information has expressly or impliedly agreed to the use of the information for the other purpose; or
 - (b) the agency is satisfied on reasonable grounds that use of the information for the other purpose is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or
 - (c) use of the information for the other purpose is authorised or required under a law; or

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- (d) the agency is satisfied on reasonable grounds that use of the information for the other purpose is necessary for 1 or more of the following by or for a law enforcement agency -
 - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of laws imposing penalties or sanctions;
 - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime;
 - (iii) the protection of the public revenue;
 - (iv) the prevention, detection, investigation or remedying of seriously improper conduct;
 - (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal; or
- (e) the other purpose is directly related to the purpose for which the information was obtained.

Examples for paragraph (e):

1. An agency collects personal information for staff administration purposes. A new system of staff administration is introduced into the agency, with much greater functionality. Under this paragraph, it would be appropriate to transfer the personal information into the new system.
2. An agency uses personal information, obtained for the purposes of operating core services, for the purposes of planning and delivering improvements to the core services.
 - (a) all of the following apply:
 - (i) the use is necessary for research, or the compilation or analysis of statistics, in the public interest;
 - (ii) the use does not involve the publication of all or any of the personal information in a form that identifies any particular individual the subject of the personal information;
 - (iii) it is not practicable to obtain the express or implied agreement of each individual the subject of the personal information before the use.
3. If the agency uses the personal information under subsection (1)(d), the agency must include with the document a note of the use.

IPP 11 - Limits on disclosure

1. An agency having control of a document containing an individual's personal information must not disclose the personal information to an entity (the relevant entity), other than the individual the subject of the personal information, unless –

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- (a) the individual is reasonably likely to have been aware, or to have been made aware, under IPP 2 or under a policy or other arrangement in operation before the commencement of this schedule, that it is the agency's usual practice to disclose that type of personal information to the relevant entity; or
 - (b) the individual has expressly or impliedly agreed to the disclosure; or
 - (c) the agency is satisfied on reasonable grounds that the disclosure is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual, or to public health, safety or welfare; or
 - (d) the disclosure is authorised or required under a law; or
 - (e) the agency is satisfied on reasonable grounds that the disclosure of the information is necessary for 1 or more of the following by or for a law enforcement agency:
 - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences or breaches of laws imposing penalties or sanctions;
 - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime;
 - (iii) the protection of the public revenue;
 - (iv) the prevention, detection, investigation or remedying of seriously improper conduct;
 - (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal; or
 - (f) all of the following apply:
 - (i) the disclosure is necessary for research, or the compilation or analysis of statistics, in the public interest;
 - (ii) the disclosure does not involve the publication of all or any of the personal information in a form that identifies the individual;
 - (iii) it is not practicable to obtain the express or implied agreement of the individual before the disclosure;
 - (iv) the agency is satisfied on reasonable grounds that the relevant entity will not disclose the personal information to another entity.
2. If the agency discloses the personal information under subsection (1)(e), the agency must include with the document a note of the disclosure.

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3. If the agency discloses personal information under subsection (1), it must take all reasonable steps to ensure that the relevant entity will not use or disclose the information for a purpose other than the purpose for which the information was disclosed to the agency.
4. The agency may disclose the personal information under subsection (1) if the information may be used for a commercial purpose involving the relevant entity's marketing of anything to the individual only if, without limiting subsection (3), the agency is satisfied on reasonable grounds that -
 - (a) it is impracticable for the relevant entity to seek the consent of the individual before the personal information is used for the purposes of the marketing; and
 - (b) the relevant entity will not charge the individual for giving effect to a request from the individual to the entity that the individual not receive any marketing communications; and
 - (c) the individual has not made a request mentioned in paragraph (b); and
 - (d) in each marketing communication with the individual, the relevant entity will draw to the individual's attention, or prominently display a notice, that the individual may ask not to receive any further marketing communications; and
 - (e) each written marketing communication from the relevant entity to the individual, up to and including the communication that involves the use, will state the relevant entity's business address and telephone number and, if the communication with the individual is made by fax, or other electronic means, a number or address at which the relevant entity can be directly contacted electronically.

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DECLARATION OF RECEIPT

FILL OUT AND RETURN NOW



I acknowledge receipt of Carpentaria Shire Council's Contractor Code of Conduct which I have read and received training on.

I acknowledge that my employees and subcontractors have been provided with a copy of the Contractor Code of Conduct and have read and understood it.

ISSUED TO:

Name:

Date:/...../.....

Signature:

Name and signature of person conducting the induction training.

Name:

Date:/...../.....

Signature:

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9.5 ALLOCATION OF PORTFOLIOS

Attachments:	9.5.1. Portfolio Policy - Draft ↓
Author:	Mark Crawley - Chief Executive Officer
Date:	11 June 2020
Key Outcome:	7.1 - A Shire governed in consultation and partnership with the community
Key Strategy:	7.1.1 Ensure leadership and decision making is transparent, accountable and represents the current and future interests of the region's communities.

Executive Summary:

As part of the induction for the incoming Council a draft Portfolio Policy was provided in the Induction Handbook for the consideration of Council in lieu of the former committee allocations for Councillors.

RECOMMENDATION:

That Council determine the appropriate delegates for the portfolios identified for Council

Background:

Draft policy attached for consideration. Seven Portfolios have been suggested based on the number of Councillors and categorized into the delivery of services by Carpentaria Shire; the suggested portfolios include: -

- Advocacy and Good Governance
- Coastal Management
- Community
- Finance
- Roads
- Water and Sewerage
- Waste Management

Consultation (Internal/External):

- Mayor Bawden
- Councillors
- Director Corporate Service – Justin Hancock
- Director of Engineering – Michael Wanrooy

Legal Implications:

- Not applicable

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Financial and Resource Implications:

- Allowance has been provided within budget

Risk Management Implications:

- Workplace Health and Safety Risk is assessed as low
- Financial Risk is assessed as low
- Public Perception and Reputation Risk is assessed as low



Councillor Portfolio Policy

Policy Details

Policy Category	Council Policy
Date Adopted	
Endorsed by	Council
Approval Authority	Chief Executive Officer
Effective Date	
Policy Version Number	1
Policy Owner	Chief Executive Officer
Contact Officer	Mark Crawley
Review Date	May 2024

Supporting documentation

Legislation	<ul style="list-style-type: none"> Local Government Act 2009 Local Government Regulation 2012
Policies	<ul style="list-style-type: none"> Code of Conduct for Councillors Confidential Information Policy Acceptable Request Guidelines
Delegations	<ul style="list-style-type: none"> Nil
Forms	<ul style="list-style-type: none"> Nil
Supporting Documents	<ul style="list-style-type: none">

Version History:

Version	Adopted	Comment	eDRMS #
1			



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DRAFT



Intent

To ensure that Councillors and Council staff fully understand the expectations and set clear direction for the role of Portfolio Councillors. This includes defining the relationship between the Portfolio Councillor and the staff within the portfolio area, their involvement in directing and suggesting policy, and their role in representing Council on issues that fall within the portfolio.

Scope

This policy applies to all Councillors and Senior Staff.

Policy Statement

In adopting the Councillor Portfolio Policy, the Council accepts that the main role of the Portfolio Councillors is to be the spokesperson within the Council Chamber for those issues falling within their allocated portfolio, and not to be involved in the day to day operation of the portfolio.

Policy Implementation/Councillor Portfolio Protocols

Council will be better informed by the portfolio holder who will have a more intimate understanding of the portfolio's activities and issues rather than Councillors generally.

The Portfolio Councillor will thus be able to speak with knowledge of his/her portfolio at Council meetings and publicly if requested to by the Mayor.

To maximise the use of all Councillors' time whilst ensuring Council has at its disposal all relevant information for making decisions.

The Portfolio Councillor will be better able to represent and understand the topical or pending issues of the portfolio area.

By the Portfolio Councillors providing their (and hopefully Council's) views regarding issues, it will assist the Officers in understanding the Council's preferences and direction.

Relationship between Portfolio Councillor and Senior Officers

Portfolio Councillors and the relevant senior officer will establish a professional relationship whereby regular briefings are provided to the Councillor. These briefings should be strategic in nature and held weekly until Councillors are conversant with portfolio matters, and then fortnightly thereafter.

Proposals and initiatives should also be discussed between the Portfolio Councillor and the Senior Manager to assist the development of reports for consideration by Council at a formal Council meeting. However, the report preparation and content will always remain the Officer's responsibility. It is essential that reports presented to Council are written by Officers in a manner that reflects their own professional judgement.

The Portfolio Councillors are not permitted to give direction to Senior Managers.

The Senior Officer will keep minutes of briefing notes of all meetings with Portfolio Councillors.

Any issues or problems relating to a portfolio should be discussed with the relevant Director in the first instance. Where the issue or problem cannot be resolved between the Portfolio Councillor and the Director, the matter is to be escalated to the Chief Executive Officer and the Mayor.



Portfolio Councillor Responsibilities

Portfolio Councillors should:

Take a particular interest in the subject for which they hold the portfolio, and familiarise themselves with media articles and publications about the subject matter.

Speak to any reports tabled at Council meetings and provide verbal updates to workshops when necessary, with the relevant Senior Officer invited to make comment.

Represent the Council when required in relation to portfolio related matters.

Participate as Council's representative on External Bodies and at the "Coal Face" on issues relevant to the portfolio.

Communicate with Council's administration through the Senior Officers.

Portfolio Councillors:

- Cannot direct Council staff
- Must abide by Council decisions
- Must abide by Council policies

Portfolio Councillor and the Media

Councillors are free to make statements and contact the media as individuals as they wish. However, this protocol relates to statements and interactions with the media in their capacity as a Portfolio holder.

The Mayor is the principal spokesperson for Council.

When a Councillor, as a Portfolio holder, is to interact with the media on behalf of Council, the following applies:

Portfolio Councillors (utilising Council's Media, Communications and Grants Officer) may issue media releases on behalf of the Council if the content of those releases complies with the following:

- It directly relates to the Councillors Portfolio area(s);
- It is consistent with Council Policy and Council decisions;
- The Mayor is advised of all such releases provided to the media
- Media contact is to be undertaken through the Media, Communications and Grants Officer)

Copies of all media statements made by Portfolio Councillors are to be circulated to all Councillors.

Council will provide media training to all Councillors.

Difficult media requests should be deferred or taken on notice so that a considered response may be provided. Questions relating to another portfolio should be directed to the relevant Portfolio Councillor.



Adopted by Council <Date> 2020 by Resolution <#>.

Mark Crawley
Chief Executive Officer

Schedule of Councillor Portfolios			
Portfolio	Strategic Areas of Focus	Portfolio Councillor	Proxy Councillor
Advocacy and Good Governance	Advocacy Citizenship Community Recovery Events Disaster Management Governance	Mayor	
Coastal Management	Coastal Hazard Adaptation Environmental Management - Coast		
Community	Aged Arts and Culture Community Facilities Housing Parks and Gardens Sport and Recreation Youth		
Finance	Asset Management Audit and Risk Financial Management Local Spend		
Roads	Accessibility Advocacy for additional funding Bike lanes Local Roads Main Roads Regional Roads and Transport Group		
Water & Sewerage	Water Storage Water Reticulation and Supply Sewerage Reticulation Sewerage Treatment		
Waste Management	Environmental Management - Other Illegal Dumping Land Fill management Refuse Collection		

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9.6 HUMAN RESOURCES REPORT

Attachments: NIL
Author: Lisa Ruyg - Manager Human Resources
Date: 10 June 2020

Key Outcome: 1.1 – Responsive and effective service delivery
Key Strategy: 1.1.1 Foster appropriate corporate culture that aligns with Council's Mission, Values and Behaviours.

Executive Summary:

This report provides information on the progress of SAFEPLAN, Council's safety management system, and an update on general human resource matters.

RECOMMENDATION:

That Council accepts the Human Resources Report for information.

Work, Health and Safety Report

- Safeplan Progress Report April 2020

KPI	Average Group B Councils	CSC YTD Apr 2019	CSC YTD Apr 2020	CSC YTD	Safe Plan Target Annual
Lost Time Injuries	11.36	6	7	-	5
Lost Time Days per Injury	20.24 per injury	156 for total injuries	119 for total injuries	-	156
Hazard Inspections		85.7%	100%	Av.90 % p/mth	90% p/mth
Take 5's Completed		61.89%	80.65%	Av.91.5% p/mth	85% p/mth

Mechanism of Injury for Claims Submitted FYTD

i) Being hit by a moving object	1
ii) Hitting stationary objects	0
iii) Muscular stress while handling objects	2
iv) Muscular stress with no objects being handled	3
v) Muscular stress while lifting	0
vi) Falls from a height	0
vii) Being hit by a falling object	0
viii) Work related harassment and stress	2*

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**Both claims declined.*

Update – Certified Agreement 2020

Nil progress since last report.

COVID-19 Staff Management and Protocols

The COVID-19 Staff Management and Protocols document continues to be reviewed and regularly updated in accordance with advice from the relevant health authorities. Version 3 of the procedure was distributed to staff on 25 May 2020.

Staff Health & Well-Being

In addition to the 'Flu Shot and Skin Check Clinic being held at Council this month, Council staff will have to opportunity to undergo a hearing test at work in late June 2020.

A hearing booth will be set up in the car park of the Admin Building and at the Karumba Service Centre with staff being encouraged to make appointments of their choosing.

Drug & Alcohol Testing

In accordance with Council's Drug & Alcohol Policy and with the lifting of COVID-19 restrictions, random drug and alcohol testing has re-commenced across all Council worksites.

For the period 26 May 2020 to 30 May 2020, three alcohol readings and two illicit drug detections were recorded on zero tolerance sites. In accordance with the Drug & Alcohol Policy, appropriate disciplinary action was taken against the workers involved.

Consultation (Internal/External):

- Executive Leadership Team.
- COVID-19 National Guidelines for Public Health
- Queensland Health.
- WHS Advisor.
- The Drug Detection Agency.

Legal Implications:

- Within normal operational parameters.

Financial and Resource Implications:

- Within budget.

Risk Management Implications:

- Risks associated with COVID-19.

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9.7 TOURISM REPORT - MAY 2020

Attachments:	9.7.1. Draft Tourism Strategy ↓ 9.7.2. Statistics for May ↓ 9.7.3. Rodeo Riders panel draft ↓
Author:	Verena Olesch - General Manager - Tourism
Date:	10 June 2020
Key Outcome:	6.1 - A strong and diverse economy
Key Strategy:	6.1.4 Promote and develop Carpentaria Shire as a unique destination and to manage tourism in a sustainable way.

Executive Summary:

This report provides a summary of the operational and promotional activities surrounding the Les Wilson Barramundi Discovery Centre and visitor numbers, as well as activities in relation to the Visitor Information Centres.

RECOMMENDATION:

That Council:

1. receive the Tourism Report; and
2. that those matters not covered by resolution be noted.

1.1 Actions Outstanding from Previous Meetings

Reference	Action	Status
	Nil	

1.2 Visitor Information Centres:

Re-opening of Barra Centre and Karumba VIC on the 16th of May, Normanton VIC still closed.

- May tourism numbers:
Normanton VIC: 0
Karumba LWBDC & VIC: 99 (2,099 last May)
- Guided Tours and feeding: nil/ nil
594 / \$8,605 in May 2019
- Other Revenue
Normanton: \$ 0.00 (merchandise and library)
\$ in 2018

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Karumba:	\$ 1,729.08 (merchandise)
	\$ 6,474.62 in May 2019
• Donation Box	\$ not counted

1.3 LW Barramundi Discovery Centre and Hatchery:

Merchandise:

- New fishing shirts very popular
- Online merchandise platform work-in-progress

New Hatchery Shed

- Large tank installed, filtration and plumbing work in progress
- All brood stock moved
- Hatchery ready for filming during Cooking with Council Q&A

LWBDC Entertainment Area

- BoR05 grant has been awarded for \$250,000 and work has started on the pontoons
- Umbrellas, as well as mooring blocks for pontoons to go on vendor panel
- Target date for completion by the festival!

1.4 Outback-by-the-Sea Festival - Karumba

We will be able to run the festival and fishing comp – but within Government guidelines.

- Additional grant application through QDEP approved at \$10k – will use this for professional event management
- Adam Harvey now confirmed, also Tim Griffin

1.5 Tourism

- All of Queensland now open for tourism and we are starting to see greater numbers
 - Normanton VIC to be open by school holidays
 - Barra Centre and VIC back to normal opening hours, some casual staff back at work with Feed-a-Barra tours once a day to start with, and additional ones according to demand
 - Will delay the Tip-to-Tail behind the scenes tour potentially until next season (only pre-booked Sunlover bookings serviced) – as we won't be able to run those once the spawning activity starts
 - See attached draft tourism strategy
 - Production of CSC brochure finalized, printing under way
 - New Barra Centre Brochure – printed
-

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- Normanton: Indigenous Rodeo Riders display installed in the BP, amazing product which should get some good publicity – see draft PDF attached
- Helloworld:
Bookings cancelled until 01 July, some re-booked for September
Tour Operators:
Most groups cancelled already.

1.6 Hatchery Operations

New hatchery Opening:

- Saturday 26 September as part of the Outback by the Sea festival – Fisheries Minister plus original hatchery founders to be invited (**Note: Not a Sitting Week – Parliament**)
- Grant application through YOOTEPE submitted
- Plumbing work going well, Dave and Emerson working hard to ensure everything is working and starting to think about a first spawn in the hatchery

1.7 Digital Platforms

Note: with COVID-19 restrictions in place this form of communication is our lifeline and we will look to extend our presence digitally.

- Fantastic results on Facebook with posts averaging almost 3,000 views
- Introduced weekly 'Barra Bites' from the Barra Centre
- Website re-design in full swing

1.8 Other activities

- A Barramundi Tale (children's picture/textbook)
 - Printing under way
- Cooking with Council and All 4 Adventure 17-25 June 2020
 - Barra Centre will feature prominently in one of next seasons shows
 - Increased digital activity through A4A



CARPENTARIA SHIRE

Outback by the Sea®

CARPENTARIA SHIRE COUNCIL

TOURISM STRATEGY

2020-2023

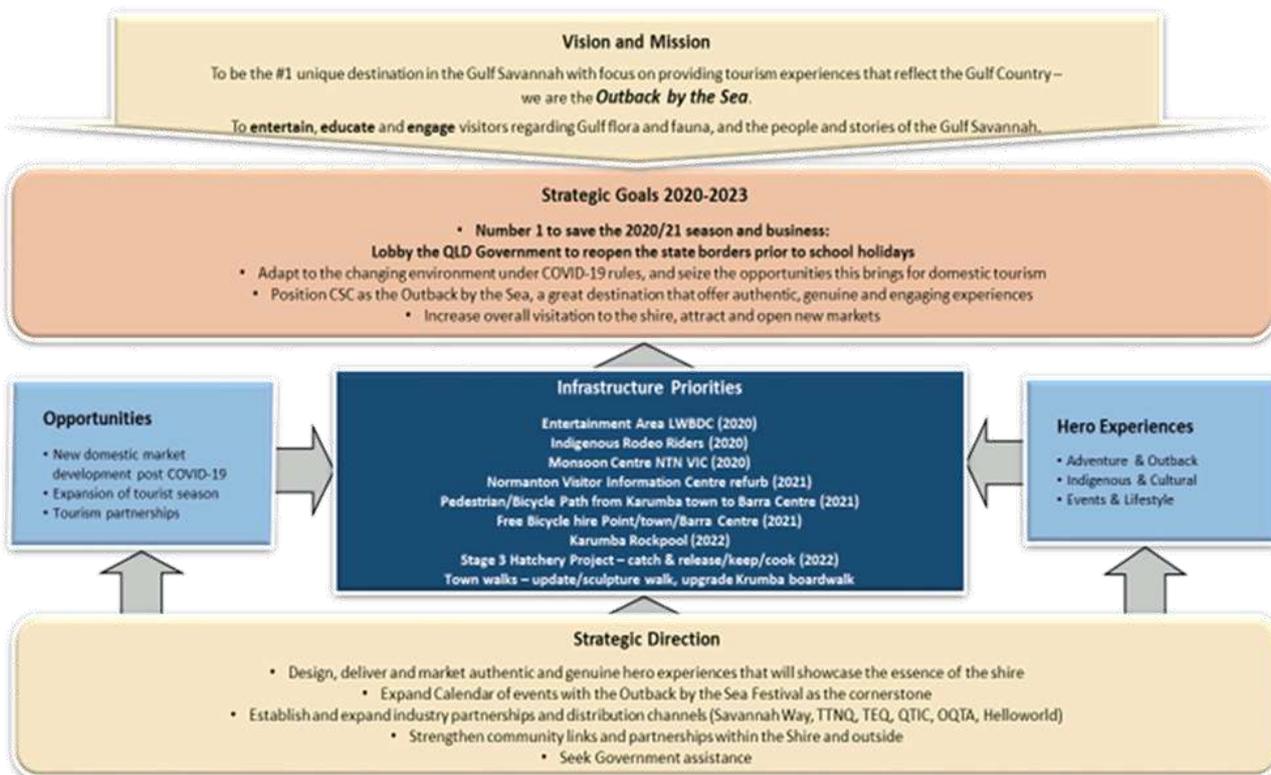


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1. Executive Summary

This Tourism Strategy is a central summary of tourism, its associated opportunities, key experiences, priorities relating to infrastructure, as well as our strategic direction.



2. About the destination – Carpentaria Shire Profile

a. Welcome to the Outback by the Sea®

Imagine waking up to a sunrise over the majestic diversity of the outback landscape, feeling the tug of an iconic barramundi on the end of a line, hearing the crisp ‘snap’ of a mud crab shell breaking open after a long day hauling bricks, before cosying up to a fire under the luminescent stars of the milky way. This is gulf country, and it’s yours to discover.



Carpentaria Shire is the traditional country of the Gkuthaarn, Kukatj and Kurtijar people. The Shire covers an area of approximately 65,000 square kilometres and has a population of approximately 2,000 with the countryside ranging from vast inland plains to mangrove forests, deltas and salt pans along the coastal areas of the Gulf.

A land of drought and flooding rains

The Carpentaria Shire represents a majestic union of two disparate worlds, where the Outback’s red dirt, black soil plains, hard ridges, outcrops and fine Savannah soils meet wetlands, mangroves, salt pans and the open ocean. In these parts, Mother Nature reigns supreme. Discover the rustic towns of Normanton and Karumba filled with artful treasures and rich history. Spend your days exploring rivers and coastlines including the internationally renowned fishing destination Sweers Island and sample the culinary delights of wild-caught barramundi. This is the place for nomads and fishermen to connect, exchange stories and celebrate the untouched beauty of Queensland’s West Coast.

To see the Gulf in full swing, time your visit with one of the events in the enclosed calendar – whether it be the Outback by the Sea Festival, Normanton Rodeo, Annual Horse Racing Carnival or Fishing Classics.

What are you waiting for? Come and explore the Outback by the Sea® and find your piece of paradise.

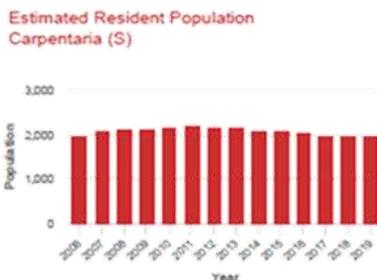
b. Facts and Figures:

Population

1,977

ERP, 2019

▲ Grown by 3 from the previous year.



Source: Australian Bureau of Statistics, Regional Population Growth, Australia (2018.0).
 Compiled and presented by i2 the population experts

Carpentaria (S) 2016

↔ No significant change since previous Census (less than +/-0.5%) ▲ Increased since previous Census
 ▼ Decreased since previous Census

Median age		Aboriginal and Torres Strait Islander Population		Couples with children	
37	↔	41.4%	▲ (+4.6%)	11%	▼ (-1.6%)
FNQROC	40 ▲	FNQROC	10.7% ↔	FNQROC	23% ▼
Regional QLD	39 ▲	Regional QLD	5.4% ↔	Regional QLD	26% ▼
Queensland	37 ▲	Queensland	4.0% ↔	Queensland	29% ▼

3. What we stand for

a. Vision and Mission

Vision:

To be the #1 unique destination in the Gulf Savannah with focus on providing tourism experiences that reflect the Gulf Country – we are the Outback by the Sea®.

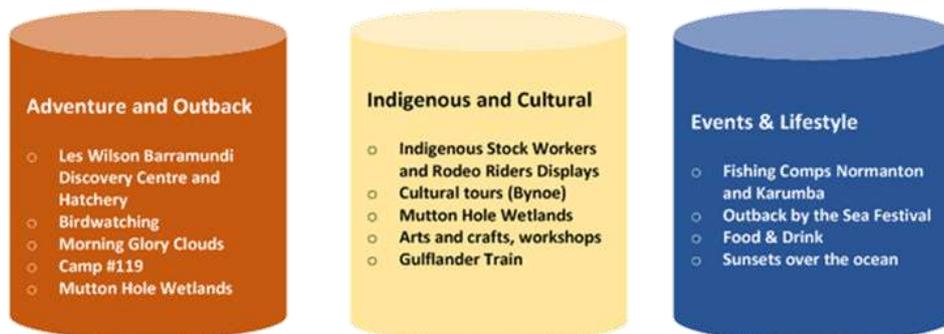
Mission:

Our mission is to entertain, educate and engage visitors regarding Gulf flora and fauna, and the people and stories of the Gulf Savannah.

b. Strategic Goals

- Adapt to the changing environment under COVID-19 rules, and seize the opportunities this brings for domestic tourism
STATE BORDERS NEED TO REOPEN BY THE WINTER SCHOOL HOLIDAYS!
- Position Carpentaria Shire Council (CSC) as the Outback by the Sea®, a great destination that offer authentic, genuine and engaging experiences
- Develop hero experiences and events that will underpin and showcase the essence of our shire
- Increase overall visitation to the shire, attract and open new markets and ensure proper collection of data

c. Hero Experiences



These experiences build on our competitive strengths:

- the only beach in the Gulf to be accessible via sealed road
- amazing sunsets
- one of the largest tourism investments in North West Queensland (LWBDC)
- unique nature and wildlife through our salt pans (Mutton Hole Wetlands) and Karumba flats and salt pans
- renowned recreational and commercial fishing destination
- only hatchery in the world to breed the Southern Gulf strand of Barramundi, supplying the re-stocking groups and supporting sustainable fishing
- vibrant communities with strong indigenous representation
- genuine and authentic experiences and product
- great variety of fresh seafood and cattle

4. Opportunities

a. Market Value

In 2018/19, the total tourism and hospitality sales in the Carpentaria (\$) was \$11.6m, the total value added was \$6.0 million.

Tourism and hospitality are key industries and major contributors to Australia’s economy. However, it has not been well represented in economic profiles in the past, because it actually includes parts of many different traditional industries.

The Australian Bureau of Statistics publish the “Tourism Satellite Account” which is a separate set of national accounts which look at the value and contribution of tourism in the national economy.

This dataset presents National Economics microsimulation model of the tourism satellite account at the local level, showing the value of total sales and value add, as well as annual estimates of employment and FTE employment for the tourism sector.

Understanding the current role of your tourism sector is important if you are looking at attracting visitors to your area, and as information for businesses looking to locate in the area. Tourism data should be viewed in conjunction with broader industry data in the Value added, Output and Employment by industry (Total) topics, as well as tourism Workforce characteristics.

The value of tourism has declined from 2013/14 to 2018/19 – with a renewed focus on tourism by Council, this decline will hopefully be stopped and reversed. However, the COVID-19 challenge and lockdowns and border restrictions have now put an added strain on the already suffering industry.

b. Value of tourism and hospitality in Carpentaria:

Carpentaria (\$)	2018/19				2013/14				Change
Measure	Carpentaria (\$)	% of total industry	Queensland	Carpentaria (\$ as % of Queensland	Carpentaria (\$)	% of total industry	Queensland	Carpentaria (\$ as % of Queensland	2018/19 to 2013/14
Employment (total)									
- Direct	58	5.5	5.5	0.0	60	5.4	4.9	0.1	-2
- Indirect	28	2.6	2.9	0.0	29	2.6	2.5	0.0	-1
- Total	86	8.1	8.4	0.0	89	8.0	7.4	0.1	-3
Employment (FTE)									
- Direct	42	4.3	4.5	0.0	48	4.7	4.2	0.1	-7
- Indirect	24	2.5	3.0	0.0	28	2.8	2.8	0.1	-4
- Total	66	6.8	7.6	0.0	76	7.5	6.9	0.1	-11
Output/Sales (\$m)									
- Direct	7.14	3.0	3.0	0.0	8.39	3.1	2.6	0.1	-1.3
- Indirect	4.48	1.9	3.0	0.0	5.27	1.9	2.6	0.0	-0.8
- Total	11.62	4.9	6.1	0.0	13.67	5.0	5.3	0.0	-2.0
Value added (\$m)									
- Direct	3.65	3.2	3.5	0.0	4.29	3.4	3.2	0.0	-0.6
- Indirect	2.33	2.0	3.1	0.0	2.74	2.2	2.8	0.0	-0.4
- Total	5.98	5.3	6.6	0.0	7.03	5.6	6.0	0.0	-1.0

Source: National Institute of Economic and Industry Research (NIEIR) ©2020. Compiled and presented in economy.xd by jd the population experts. Data is based on 2016-17 constant prices for all years. NIEIR data are inflation adjusted each year to allow direct comparison, and new data releases normally adjust previous years' figures to a new base year.

c. COVID-19 implications for recovery

The restrictions are governing our target market segments and strategies and depending on potential changes, this may impact our planning.

We are fortunate that domestic travel is our bread and butter, however with question marks around state borders and visitation from NSW and VIC we may see the 2020 season extremely soft with only intrastate travel.

Outback destinations will possibly be favoured by travellers, as much more secure than cities. Also, the North West of the State had no cases during the COVID lockdowns and our RTO's (Cairns & GBR and Outback QLD) are actively promoting drive routes in the state.

A small risk of a second wave remains, as does the potential of a case in our community, especially as we see an increase in visitation. However, it is vital that we see the state borders open for school holidays – without this many of our tourism operators will face bankruptcy.

It will still be a challenging to profitability to maintain maximum visitor numbers and social distancing.

Opportunity now exists for State and Federal Government funding for tourism infrastructure projects and marketing opportunities post COVID-19, we will pursue those vigorously to ensure we maximise investment for the Shire.

Roadmap for Queensland

Roadmap to easing Queensland's restrictions

Unite against COVID-19

A step-down approach to COVID-19

CONTINUING CONDITIONS • Social distancing, 1.5 metres and hygiene • Stay at home if you're sick • Tracking, tracing, rapid response • Work at home if it works for you and your employer

EASING TO DATE	STAGE 1: from 11:59pm 15 MAY 2020 (4 weeks)	STAGE 2: 12 JUNE 2020 (4 weeks)	STAGE 3: 10 JULY 2020
SCHOOLS PLAN	11 May Kindy, Prep Years 1, 11, 12	25 May Years 2-10	School holidays (27 Jun-12 Jul)
<p>Family, friends and community</p> <ul style="list-style-type: none"> Gatherings in homes (household + 2 visitors from the same or different households, or up to 5 visitors from the same household) Household or one friend and within 50kms of home for recreational purposes: <ul style="list-style-type: none"> go for a drive have a picnic visit a national park go fishing, boating or jet skiing <p>Retail shopping</p> <ul style="list-style-type: none"> Allowing retail shopping for non-essential items within 50kms of home <p>Schools</p> <ul style="list-style-type: none"> Gradual return to class 11 May: Kindy, Prep and Years 1, 11 and 12 25 May: Years 2-10 	<p>Family, friends and community</p> <ul style="list-style-type: none"> Gatherings in homes (household + max 5 visitors, allowed from separate households) Gatherings of up to 10 people: <ul style="list-style-type: none"> personal training public spaces and lagoons* (e.g. South Bank Parklands, Cairns, Airlie Beach etc) public spaces and lagoons* (e.g. South Bank Parklands, Cairns, Airlie Beach etc) parks, playground equipment, skate parks and outdoor gyms libraries hiking and other recreational activities in national and state parks spaces of worship and religious ceremonies funerals (max 20 indoors or 10 outdoors) Recreational travel (max 100kms within your region for day trips) <p>Businesses and economy</p> <ul style="list-style-type: none"> Retail shopping 10 people permitted at any one time for: <ul style="list-style-type: none"> dining in (with COVID SAFE Checklists: restaurants, cafes, pubs, registered and licensed clubs, RSL clubs and hotels - no bars or gaming) open homes and auctions beauty therapy and nail salons (with COVID SAFE Checklists) <p>Outback*</p> <ul style="list-style-type: none"> Dining in (with COVID SAFE Checklists: restaurants, cafes, pubs, registered and licensed clubs, RSL clubs and hotels (max 20 at any one time) for locals only (must show proof of residence) - no bars or gaming) Recreational travel including overnight accommodation (max 100 kms within the outback only if you live in the outback) 	<p>Family, friends and community</p> <ul style="list-style-type: none"> Gatherings of up to 20 people: <ul style="list-style-type: none"> homes public spaces and lagoons (e.g. South Bank Parklands, Cairns, Airlie Beach etc) low contact indoor and outdoor community sport personal training gyms*, health clubs* and yoga studios* public spaces and lagoons* and community sports clubs musicians, art galleries and historic sites weddings parks, playground equipment, skate parks and outdoor gyms libraries hiking, camping and other recreational activities in national and state parks spaces of worship and religious ceremonies funerals (max 50) Recreational travel, camping and accommodation, including caravan parks (max 250 kms within your region) <p>Businesses and economy</p> <ul style="list-style-type: none"> Retail shopping 20 people permitted at any one time for: <ul style="list-style-type: none"> dining in (with COVID SAFE Checklists: restaurants, cafes*, pubs*, registered and licensed clubs*, RSL clubs*, hotels* and casinos* - no bars or gaming) indoor cinemas open homes and auctions outdoor amusement parks*, tourism experiences*, zoos* and academies* concert venues*, theatres*, arenas*, auditoriums* and stadiums* beauty therapy, nail salons, tanning, tattoo parlours and spas (with COVID Safe Checklist) School holidays - drive holiday in your region - Queenslanders backing Queensland Tourism accommodation 	<p>Subject to further planning and review, interstate and further intrastate travel will be permitted and a maximum of 100 people will be permitted for:</p> <ul style="list-style-type: none"> gatherings in public spaces and homes dining in: restaurants, cafes, pubs, registered and licensed clubs, RSL clubs, food courts and hotels indoor cinemas spaces of worship and religious ceremonies musicians, art galleries and historic sites public and community sports clubs community sport gyms, health clubs and yoga studios outdoor amusement parks, zoos and academies concert venues, theatres, arenas, auditoriums and stadiums weddings funerals casinos and bathouses open homes and auctions casinos, gaming and gambling venues pubs, registered and licensed clubs, RSL clubs and hotels nightclubs beauty therapy, tanning, nail salons and spas, tattoo parlours and non-therapeutic massage parlours libraries hiking, camping and other recreational activities in national and state parks. <p>The public health rules to maintain</p> <ul style="list-style-type: none"> Physical distancing A square metres per person when indoors Hand hygiene Respiratory hygiene Frequent environmental cleaning and disinfection <p>* Move with COVID SAFE Plan approved by health authorities * Outback areas as defined by Local Government Area. Details on COVID19.qld.gov.au</p>

COVID SAFE check point

- assess impact
- review border
- review biosecurity and designated areas

COVID SAFE check point

- assess impact
- review border
- review biosecurity and designated areas

COVID SAFE check point

- assess impact
- review border
- review biosecurity and designated areas

d. Market Segments

→ High value Travellers:

- **50+ travelling without children**
more spare time allows them to pursue a variety of interests
 - domestically, most live in Melbourne or Sydney, but 21% in regional NSW and VIC – largest segment of visitors to the region, which is why the state borders reopening is being pursued by operators
 - half now retired and more spare time on their hands allows them to pursue a variety of interests
 - broad TV repertoire, with high consumption of news and other information channels as well as game shows, dramas and home improvement. Travel magazines are also more popular than average amongst this group and they will pick up brochures and maps from the VIC's
 - digitally well connected

- **Travelling with children**
Juggling busy careers, social commitments and family life
 - Affluent families Juggling busy careers, social commitments and family life
 - Most live in capital cities, working full or part time, while some focus on home duties
 - Kids channels often on TV as well as family dramas and cooking shows
 - For those reading magazines, more are interested in gossip/entertainment, home decorating and health
 - Living in the digital world

- **18-49 travelling without children**
They can afford to spend a little more and live freely
 - Majority live in metropolitan areas and work in white collar jobs
 - Working hard means they can afford to spend a little more and live freely
 - Highly engaged with social media, and enjoying comedy, drama, music, entertainment, lifestyle and fashion in their mainstream media repertoire

→ Groups:

- **Coach Tours**
 - and VIC – largest segment of visitors to the region
 - half now retired and more spare time on their hands allows them to pursue a variety of interests
- **Educational tours**
 - Schools and universities
- **Tag-along tours**
 - Organised Adventure seekers
- **Special Interest groups (fishing, bird watching etc)**

e. Seasonality

Tourism to the CSC) is generally restricted to April – October, with a lot of operators closing down for the summer months.

The challenge and opportunity is to extend the season, opening different markets such as bird watching and Morning Glory cloud experiences.

f. Tourism Infrastructure Priorities

- Entertainment Area at the Barramundi Discovery Centre ●
- Indigenous Rodeo Riders ● ● ●
- Monsoon Centre Burns Philp Building Normanton ● ● ●
- Karumba town to Barra Centre walkway and bicycle path ● ● ●
- Free bicycles from Karumba Point via Town Centre to Barra Centre ● ● ●
- Karumba Rockpool ● ●
- Normanton Visitor Information Centre and Gardens ● ● ●
- Hatchery redevelopment stage 3 – catch and release/keep/cook
- Town walks – upgrade ●
- Karumba Boardwalk upgrade ● ●

5. Our Partners

- Tourism Events Queensland (TEQ)
- Outback Queensland Tourism Association (OQTA)
- Tourism Tropical North Queensland (TTNQ)
- Queensland Tourism Industry Council (QTIC)
- Local and regional tourism suppliers
- Community organisations and residents
- State and regional Government Departments
 - ROC's
 - Arts Queensland
 - State Development and Infrastructure
 - Museums Queensland
- Transportation providers (Gulflander, Rex, Trans North, Qantaslink etc)
- International wholesalers
- Neighbouring and regional Local Governments
- Neighbouring and regional Visitor Information Centres
- National and International visitors to the Centre

6. Strategic Directions

Defining our experiences

a. What are our unique destination assets?

- The only Gulf beach accessible via sealed road



- Renowned for Fishing – in the Gulf and the rivers and creeks



- Unique nature and wildlife – hand-feed barramundi at the Barramundi Discovery Centre and Hatchery in Karumba



b. What is special about our product?

We have the most iconic tourist attraction in the Gulf Savannah

Les Wilson Barramundi Discovery Centre



We have fantastic sunset experiences

Karumba Point: Sunset Tavern,
Ash's and End of the Road
Ferryman cruises
Croc & Crab cruises

We have great fishing charters

Heli Fishing
Kerry D Charters
Karumba Fishing Charters



c. What is unique about our service?

We are a small and remote Shire with two friendly and inclusive communities

Normanton and Karumba

Our local businesses look after all visitors and provide great customer service

from supermarkets, chemists, bakeries, butchers, petrol stations, visitor information centres and tourist operators

d. What is our story?

We are *The Outback by the Sea*®

We represent a majestic union of two disparate worlds, where the Outback's red dirt, black soil plains, hard ridges, outcrops and fine Savannah soils meet wetlands, mangroves, salt pans and the open ocean. In these parts, Mother Nature reigns supreme. Discover the rustic towns of Normanton and Karumba filled with artful treasures and rich history. Explore our indigenous culture and learn about our vast cattle stations. Spend your days exploring rivers and coastlines and sample the culinary delights of wild-caught barramundi. This is the place for nomads and fishermen to connect, exchange stories and celebrate the untouched beauty of the top end.

e. How do we create brand ambassadors:

- Greeting – how do we greet our guests?
Making a personal connection, eye contact, smile! Welcome to Carpentaria Shire!
- Understanding – do we understand what our customers want?
Asking questions – don't make assumptions, show empathy
- Efficiency – can we connect our visitors with the right experiences for them?
know your local products and services so you can match them to the visitors
- Special treatment – how do we leave a positive impression?
engage, educate and entertain
- Thankfulness – we need to thank each and every guest for their business and understand their lifetime value
Always say thank you for visiting us and we would love to have them back!

f. A story isn't a story until it's shared:

How do we share our story?

Digital media
Advertising
Promotions, such as tradeshows
PR
Industry channels

How do our customers share their stories?

Facebook and Instagram
Reviews



7. Action Plan

- **Immediate COVID-19 related strategic focus:**
 - Lobby the state government to reopen borders prior to school holidays
 - Adapt to a changing environment during and post COVID-19 and seize the opportunities in domestic tourism
 - Maximise the economic stimulus offered through State and Federal Government post COVID-19

Actions	Who	When
Join TTNQ campaign, record 30sec video and post on Facebook with hashtag	GMT,	25.05.2020
Get local businesses on board with the campaign	GMT, Yvonne	May 2020
Council to lobby the Government for support and open borders	CEO, Mayor	May 2020
Execute Building our Regions (BoR) grant for LWBDC Entertainment Area – pontoons and shade for deck, ready for launch during the Outback by the Sea Festival	GMT/team	Jun-Sep20
Pursue all potential grant opportunities for the Monsoon Centre (BoR, tourism stimulus etc)	GMT	As appropriate
Liaise with local businesses about joint campaigns to promote region	Community, GMT/Yvonne	From June

- **Design, deliver and market authentic and genuine hero experiences that will showcase the essence of the Outback by the Sea®**
 - Product development
 - Produce a variety of promotional material
 - Actively engage on digital media channels

Actions	Who	When
Produce CSC video clips (4mins and 90 secs) as part of Monsoon Recovery Grant	GMT	Jun 20
Produce CSC brochure and distribute widely to visitors centres along the Savannah Way and Matilda Way, as well as local tour operators	GMT, Media Mortar	Jun 20
Participate under OQTA banner at the Brisbane 4x4 show	GMT	Tba
Carpentaria Shire stand at the Cairns Expo	GMT/AO	9-11 Oct 20
Engage social media specialists for Facebook and Instagram, as well as website blogs	GMT, Tourism Tap, JH	Ongoing
Encourage visitors to check-in at various locations throughout the shire and use digital media review tools	All	Ongoing

Develop the event space at the Barra Centre – grant for floating bridge and pontoon through Outback Events etc	GMT	15 Jul 19
Continue discussions with Bynoe re day tours with indigenous focus	GMT	Ongoing
Research bird watching clubs and twitcher groups, contact and promo, including the fact that the Barra Centre is open year-round	GMT, AO	Sep20
Promote LWBDC tour products including F&B options Tour operators Helloworld	GMT	Contracting 20/21 season
Develop boutique catch and release option with new pontoons	AO, team	Sep20
Product availability through ATDW (Australian Tourism Data Warehouse)	All	Ongoing
Investigate options for TV Commercial	GMT	Jul/Aug 20

- **Expand calendar of events with the Outback by the Sea® as the cornerstone**

- Outback by the Sea Festival, packaged with accommodation options and experiences, including annual Karumba Fishing Competition and opening of the new hatchery and LWBDC entertainment area
Develop permanent and traveling art exhibitions, including indigenous art
- Normanton community events



Actions	Who	When
Outback by the Sea Festival, including hatchery opening and launch of LWBDC entertainment area	GMT, council, CEO	Sep/Oct 20
Wild Australia exhibition in LWBDC Gallery Space, investigate purchasing option	GMT	Jun20
Launch Indigenous Rodeo Riders Display at BP in Normanton in conjunction with NTN races, promote Indigenous Stockworkers Display	GMT	Aug 20
 		
Normanton Annual Ball	CS	Aug 21
Normanton Rodeo June long weekend	Rodeo Assoc	Jun 21
Normanton Races		Aug 20

- **Establish and expand industry partnerships and distribution channels (Savannah Way, TTNQ, TEQ, QTIC, OQTA, Helloworld)**

- Work with tourism organisations, local and state government, domestic and international wholesalers
- Develop partnership programmes industry partners and distribution channels
- Provide accredited Visitor Information Centres

Actions	Who	When
Annual memberships as required	GMT, CEO, Council	Jul20
Contract bus companies for LWBDC packages	GMT, AO	As required
Explore domestic wholesalers' options for 2021/22	GMT	At Annual conferences
Ensure projects and partnerships happen across shire boundaries	GMT, CEO, Council	2020/21
Stakeholder relationship management with TTNQ, OQTA, TEQ, QTIC and SWL	GMT	ongoing
Support of Savannah Way Ltd as LTO – or evaluate alternative options	CEO, GMT	Jun 20
Ensure compliance with contractual obligations, collection of data etc for VIC's through QTIC	JC, DM, MT	Year round

• **Strengthen community links and partnerships within the shire and outside**

- Community consultation on a regular basis
- Investigate government and corporate relationships as well as sponsorships

Actions	Who	When
Regular community meetings in Karumba and Normanton	GMT, Yvonne, ELT	
Council feedback process (Synergy)	Admin	ongoing
Discussions with New Century Mines, Raptis, Austral Fisheries regarding promotional opportunities and sponsorships	GMT	
Economic links and partnership development of NWROC and FNQROC, GSD, ADBT	CEO, Mayor and ELT	
Arts Queensland	GMT	ongoing
JCU and Darwin University for the new Hatchery operation	ES	Jul 20

• **Seek Government Assistance**

- Lobbying
- Grant opportunities

Actions	Who	When
Lobby State and Federal Government on CSC causes	Mayor, Council, CEO	Ongoing
Seek out grant opportunities and apply	ELT	Ongoing
Manage grants and acquittals	Responsible manager	As required

	2018-19				2019-20				% CHANGE			
	Visitors	Tours #	Tours \$	Merchandise \$	Visitors	Tours #	Tours \$	Merchandise \$	Visitors	Tours	Tours \$	Merchandise
JULY	3250	725	\$ 12,425.45	\$ 10,869.35	4320	1673	\$ 22,731.82	\$ 15,292.34	133%	231%	183%	141%
AUG	1032	564	\$ 9,687.27	\$ 4,925.80	3469	1242	\$ 16,586.36	\$ 13,034.35	336%	220%	171%	265%
SEPT	452	270	\$ 4,390.45	\$ 1,866.90	2126	842	\$ 11,554.55	\$ 12,734.52	470%	312%	263%	682%
OCT	691	198	\$ 2,186.82	\$ 1,774.90	1098	398	\$ 5,322.73	\$ 9,611.68	159%	201%	243%	542%
NOV	170	0	\$ -	\$ 775.50	419	79	\$ 1,136.36	\$ 4,042.74	246%	0%	0%	521%
DEC	77	0	\$ -	\$ 991.50	402	30	\$ -	\$ 4,402.09	522%	0%	0%	444%
JAN	112	0	\$ -	\$ 674.70	202	0	\$ -	\$ 1,346.46	180%	0%	0%	200%
FEB	15	0	\$ -	\$ 56.40	173	0	\$ -	\$ 487.84	1153%	0%	0%	865%
MAR	70	0	\$ -	\$ 415.70	235	74	\$ 236.36	\$ 1,788.25	336%	0%	0%	430%
APR	1074	420	\$ 5,677.27	\$ 5,140.10	0	0	\$ -	\$ -	0%	0%	0%	0%
MAY	2099	594	\$ 8,604.55	\$ 6,474.62	99	0	\$ -	\$ 1,729.08	5%	0%	0%	27%
JUN	3196	1080	\$ 14,009.09	\$ 7,740.97					0%	0%	0%	0%
TOTAL	12238	3851	\$ 56,980.91	\$ 41,706.44	12543	4338	\$ 57,568.18	\$ 64,469.35	102%	113%	101%	155%

COVID-19 impacted

WELCOME

Rodeo began back in the days of the wild west, developing from the working lifestyle of the American cowboy. As the cowboys would try to improve their own roping and riding skills, it soon drifted into a challenge; cowboys matching it against other cowboys to see who could do the best ride on a wild bucking horse or who could throw a steer to the ground in the shortest amount of time. These friendly but competitive matches have since evolved into what we know today as the modern day sport of rodeo.

As horses and cattle found their way to Australia, it quickly became evident that indigenous Australians had a natural ability to rope, ride and round up cattle. In the modern day era, Indigenous rodeo riders now proudly carry on the rough and rugged traditions from yesteryear, helping to make rodeo into the great sport that it is today and producing a new breed of person, who has become a living legend known as the rodeo cowboy. Give it to him Jo!



Grant supplier
logo?





MY OLD GULF COUNTRY HOME

*Beyond the city outskirts
Across the great divide
I've travelled in my mind's eye
Through Queensland's countryside
The place to which I wander
In my thoughts I often roam
Across the many miles
Back to my old Gulf country home.*

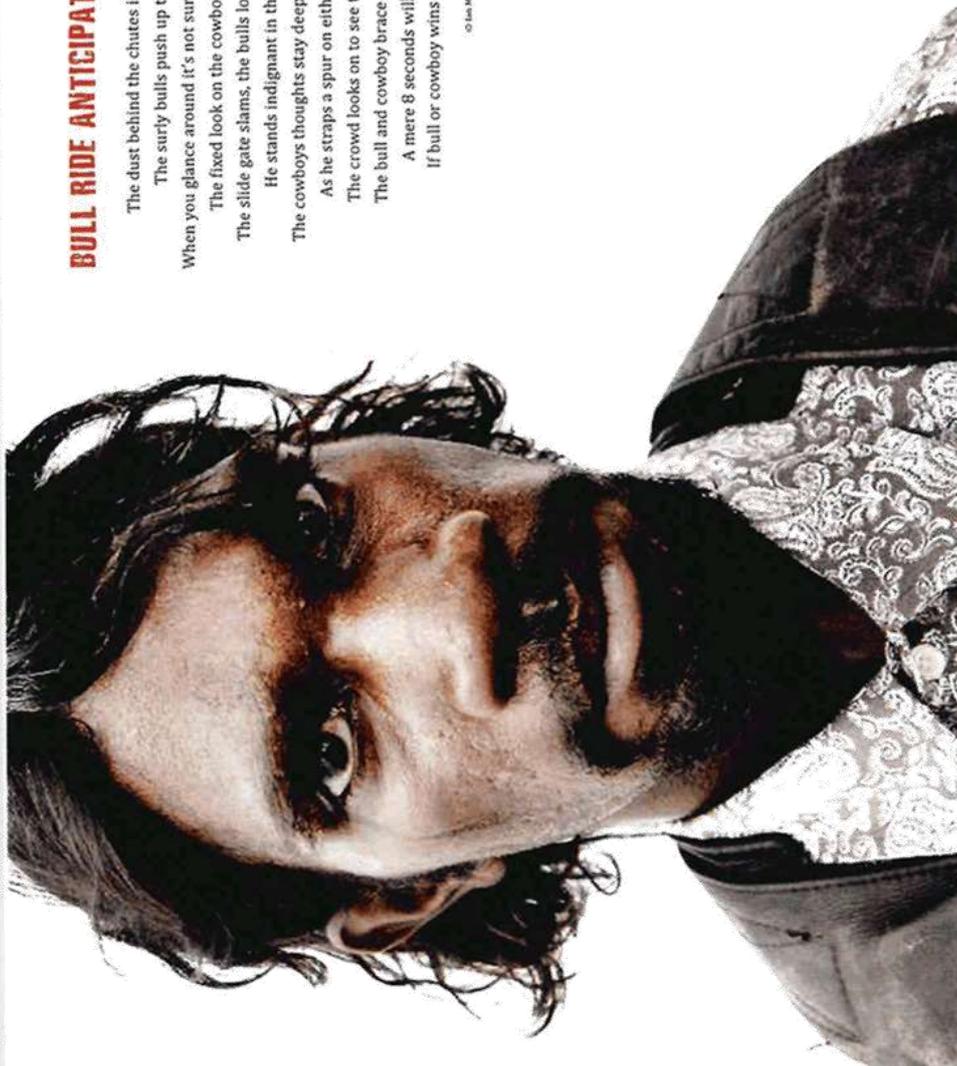
*They call it Gulf Savannah
The outback by the sea
A land of wide brown rivers
Home of Aborigine
You can't escape her beauty
And that's why I love to roam
Across the many miles
Back to my old Gulf country home.*

*Throughout life though I journey
To other places miles away
I carry deep within me
Thoughts of heading back one day
So I know it won't be long now
Till again I start to roam
Across the many miles
Back to my old Gulf country home.*

©Ian McIntosh 2014





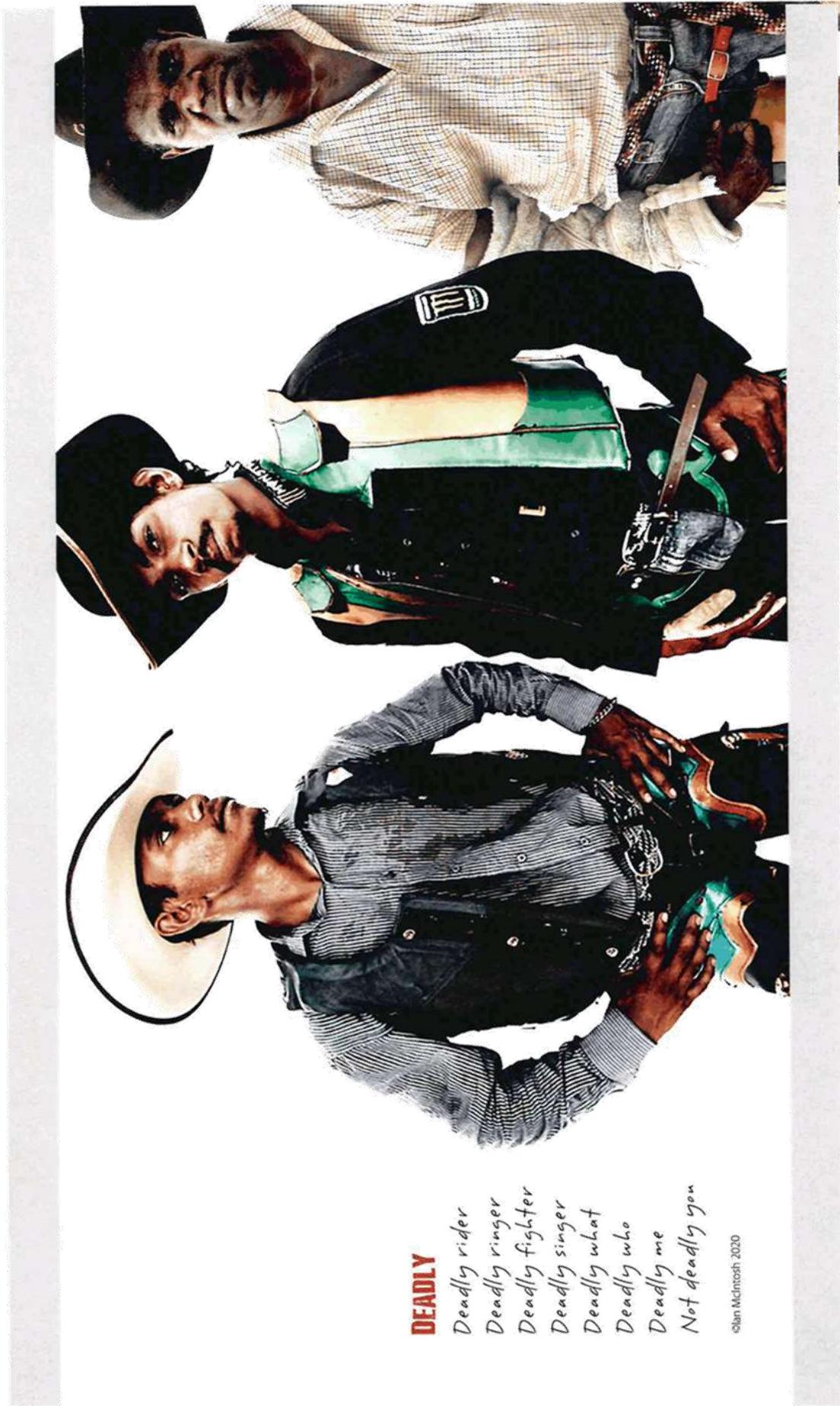


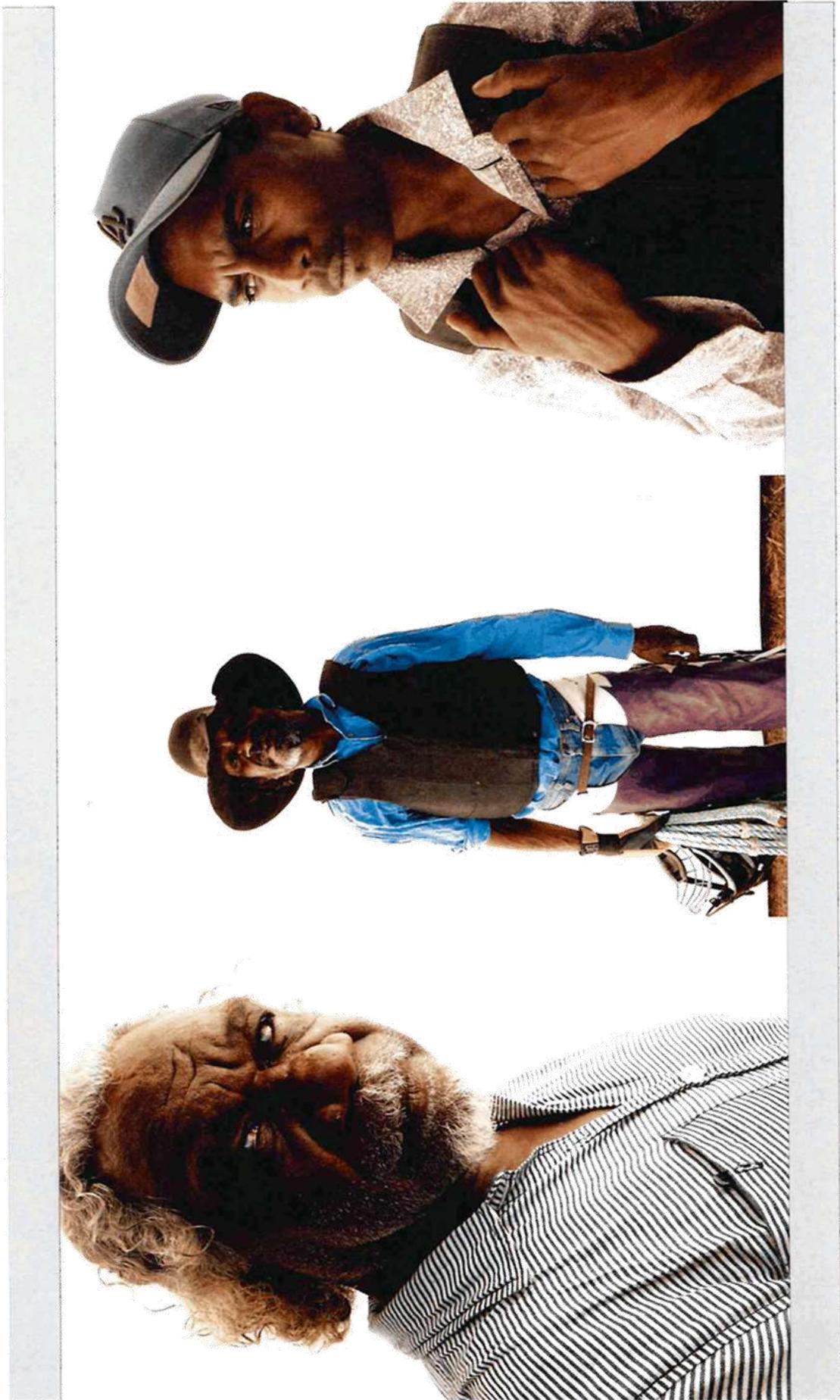
BULL RIDE ANTICIPATION

The dust behind the chutes is rising
The surly bulls push up the race
When you glance around it's not surprising
The fixed look on the cowboy's face
The slide gate slams, the bulls locked in
He stands indignant in the chute
The cowboys thoughts stay deep within
As he straps a spur on either boot
The crowd looks on to see the ride
The bull and cowboy brace to fight
A mere 8 seconds will decide
If bull or cowboy wins tonight

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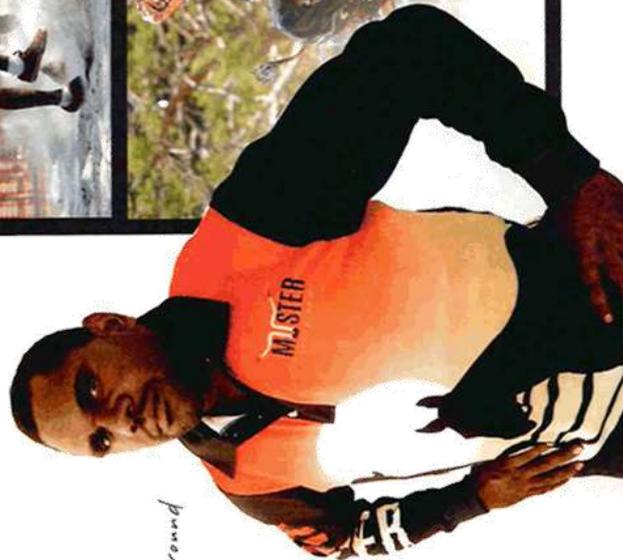




RODEO CLOWN

*Bull bucking wild in the dusty arena
Cowboy doing a ride
Bull starts to spin, draws the cowboy in
And gets him down on the inside
As quick as a flash, he's in on the bull
He won't the cowboy down
The man on the dirt with the colourful shirt
They call him the rodeo clown
He's a man respected on the rodeo circuit
Of his gamely repete he is proud
The valued offsider of every Bull Rider
Entertaining and thrilling the crowd
So, if you're ever hung up, or hurt on the ground
Whenever the chips are down
Do or die, you can always rely
On the courage of a rodeo clown*

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BAREBACK HORSE

Run up the horses into the chutes
Put on your chaps, put spurs on your boots
Feel the adrenalin, experience the force
As your screwing down on a bareback horse
Setting yourself as you nod for the gate
Grabbing your mark out before it's too late
Spurs in the shoulders, laying right back
Blow from the chutes and comes down with a crack
Dragging your spurs as she's twisting around
back to the neck when her feet hit the ground
Pull on the rigging, lay back and glide
Stay on your hand, yeah, you're doing a ride
Eight seconds up though it seemed to be more
You've done a good ride and got a good score
Bruised from the jarring, the twisting, the force
Nothing quite like the feeling of a good bareback horse

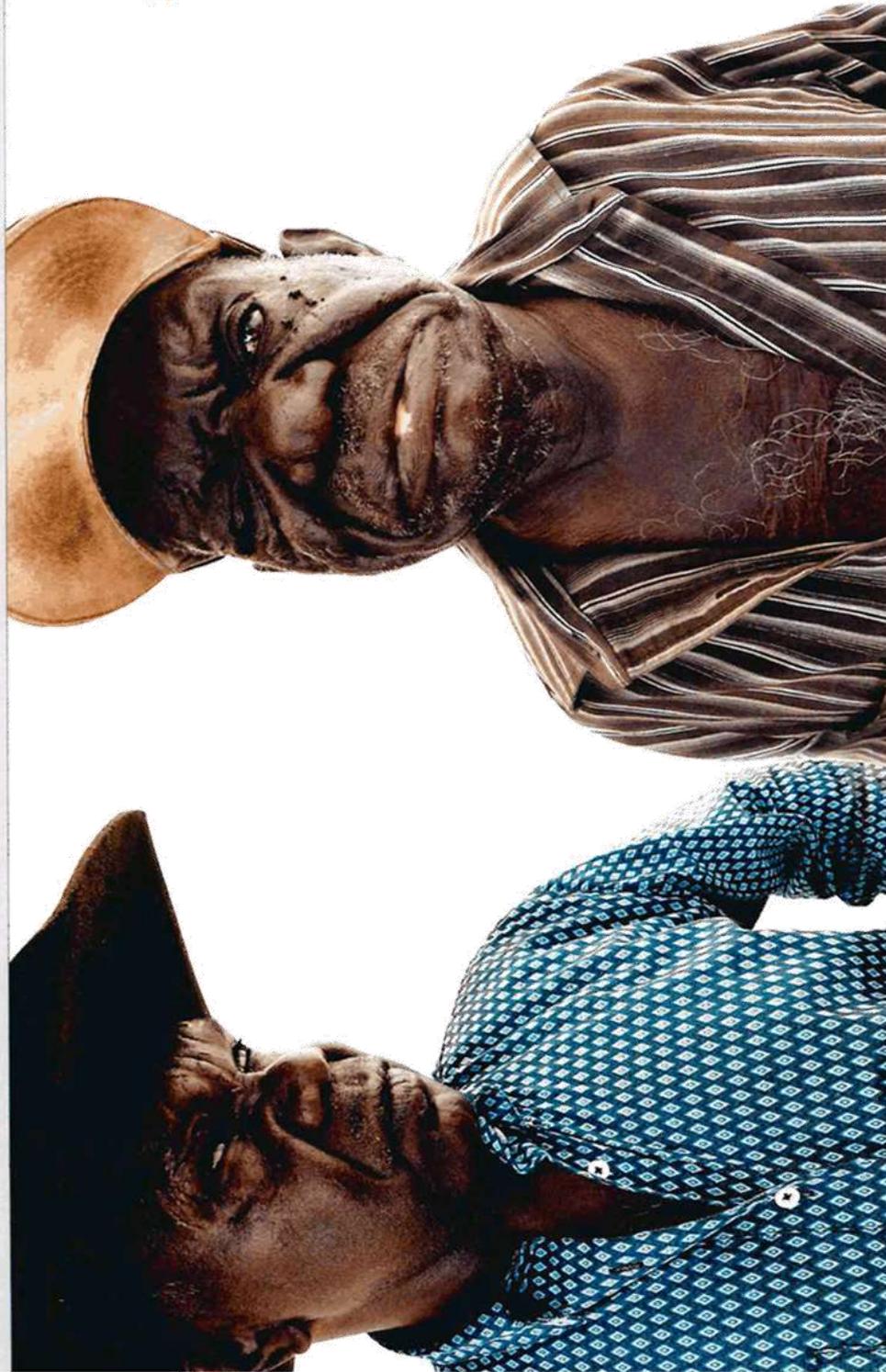
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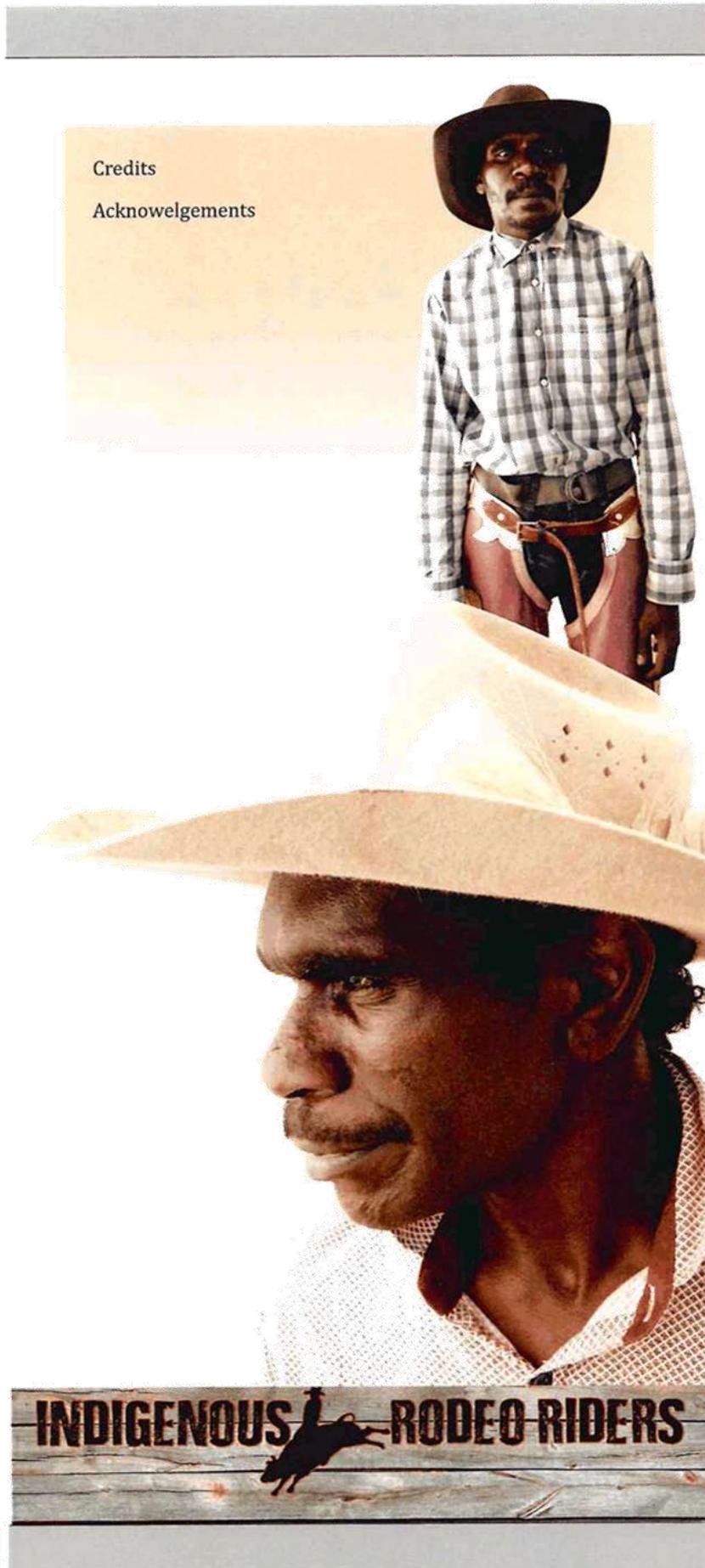


BUT STILL I RIDE

We come from places
Far and wide
Some good men here
But still I ride
Had no practice
Scared inside
Been charging on
But still I ride
Bugged leg
Blurry eyed
Borrowed gear
But still I ride
The chance to win
And feel the pride
Golden Buckle
That's why I ride

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BUSINESS PAPERS

10 REPORTS FROM DIRECTOR OF CORPORATE & COMMUNITY SERVICES

10.1 DCS REPORT - MAY 2020

Attachments: 10.1.1. 2019-2020 Local Laws Report may [↓](#)
Author: Justin Hancock - Director of Corporate Services
Date: 10 June 2020

Key Outcome: 6.1 - A strong and diverse economy
Key Strategy: 6.1.3 Plan and support local economic development.

Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Director of Corporate Services portfolio.

RECOMMENDATION:

That Council:

1. receive the Director of Corporate Services Report; and
2. that those matters not covered by resolution be noted.

Background:

1.1 Actions Outstanding from Previous Meetings [\[information\]](#)

Date:	Action	Status	Comment
A1017-014	Review the water allocation on all non-profit and sport and recreation users.	In Progress	Council are currently seeking quotes for contractors to undertake the review of General Rates and Utility Charges.
A0618-21	Liaise with Telstra to improve bandwidth at Normanton Rodeo Grounds	In Progress	Ongoing – reported fault with Telstra about service drop outs.
0918/0032	Implement weed control program to manage spread of noxious weeds in Karumba town area.	In Progress	Recruitment undertaken by NGRM under funding received, officer to commence soon.
April-19	That Council proceed with the upgrade to the lighting and that grant funds be sought to fund the upgrade.	In Progress	Grants Officer to work with Normanton Rodeo Association Inc to source grants.
Jan-20	Negotiations with IOR Aviation Pty Ltd to commence for the lease of a site at the Karumba Aerodrome.	In Progress	Draft lease provided to IOR Aviation Pty Ltd.
Jan-20	Local Laws Officer to follow up on return from leave	In Progress	LLO has issued warning for abandoned vehicles to be removed.

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May-20	Approve the reduction in rent for World Fuel Services for Lease C on L50 SP202656 by 50% for period 01/05/2020 - 30/09/2020	Completed	Reduction to be applied to future invoices.
May-20	Endorse the 5 year Pensioner Rental Schedule with reviews to be undertaken on an annual basis; and apply an increase to the Pensioner Housing Rent to \$181.35 per fortnight effective 01/09/2020	Completed	Letters were issued to tenants on 01/06/2020 advising of the increase on to rent effective 01/09/2020.
May-20	Apply exemption to enter into a lease of land at Karumba Airport with applicants; and delegate authority to CEO to obtain an independent market valuation and negotiate and finalise terms of the lease.	Ongoing	Applicant notified of Council resolution.
May-20	Inform applicants that Council declines the request for a Trustee Permit for part of Lot 68 on NM98	Completed	Applicant notified of Council resolution.
May-20	Update Policy Register - Risk Management Policy and Risk Management Guidelines	Completed	Policy and Guidelines Updated.

1.2 W4Q/ LGGSP KNOF [\[information\]](#)

W4Q 2019/2021:

A variation request was submitted to the Department of Local Government, Racing and Multicultural Affairs on 6 May 2020, Council are yet to be provided with a response as to if these variations are accepted.

Normanton to Karumba Optic Fibre Link Project

A meeting between the Department, Telstra and Council was held on 1 June 2020. This meeting covered the roles and responsibilities surrounding the Cultural Heritage Agreement executed between Telstra and the Kurtjar People, and Gkuthaarn and Kukatj People, and how Council can support the Nominated Bodies throughout the project. Telstra are currently finalizing this as the time this report is being written, additional updates will be provided in the Council meeting.

1.3 Roads 2 Recovery/ TIDS [\[information\]](#)

Council will be undertaking additional sealing work on the Normanton to Burketown Road, a budget of \$1.82M was allocated for the 19/20 period, funding for this project was provided by TIDS (\$910K), R2R (\$700K) and Council (\$210K).

Project Name	Expense	Committed Expense	Total Expense	Budget	Project Start	Project End
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					Date	Date
TIDS/R2R - Normanton to Burketown Road	\$1,656,283	\$72,570	\$1,728,853	\$1,820,000	Aug-19	May-20

1.4 Innovation and Improvement Fund [\[information\]](#)

Council have expensed a total of \$51,023 of the \$67,011 budget for this project as at May 2020. Council have recommended this project after delays faced from COVID-19, however Council have since had the employee assigned to this role resign, therefore are currently attempting to assign a replacement officer. Based on the remaining funding, it is estimated that there is 8 weeks of work remaining for the funding.

1.5 Northern Gulf DRFA Funding [\[information\]](#)

The Northern Gulf Resource Management Group have advised Council that funding has been sourced under the QRA DFRA Package for the following Projects:

- Erosion Reconnaissance – NGRM to work with property owners surrounding the Upper Gilbert River network to identify and rehabilitate sites effected by erosion due to flooding.
- Aerial Pig Shooting Program – NGRM to engage CLCAC to undertake this program over a two-year period. CLCAC have contacted properties to provide additional in-kind support to help deliver the project.
- Dog Control Program – NGRM and Council to enter into a program to help support Council's ongoing Dog Control Program (1080 Baiting). Funding will cover the program over a 2-year period. Council have claim 1 round of funding and are in the process of working with CLCAC to schedule an additional round of baiting within the next quarter.
- Pest and Weed Management Program – NGRM is to deliver a Pest and Weed management Program throughout the Shire over a two-year period. NGRM have recruited an officer to deliver this program.

1.6 Queensland Disaster Resilience and Risk Reduction Funding [\[information\]](#)

The Queensland Reconstruction Authority recently announced the Queensland disaster resilience and risk reduction funding. This funding is to support projects that improve resilience and functionality of at-risk infrastructure or communities, may include but are not limited to:

- upgrading existing assets such as:
 - transport assets including roads, bridges, culverts, floodways and causeways
 - drainage management pump stations, stormwater systems and major drains

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- weather warning and monitoring systems (e.g. weather stations in high risk bushfire areas, storm tide warning systems, river height monitoring, flood and rain gauges).
- planning and designing infrastructure for the primary purpose of community resilience or disaster risk reduction
- constructing new, or upgrading existing shelters, evacuation centres and places of refuge (e.g. for protection against cyclones and/or bushfires)
- constructing new natural hazard mitigation infrastructure that reduces/mitigates against disaster risk (e.g. detention basins, floodgates, backflow prevention devices, diversion channels and storm surge protection)
- constructing new or upgrading existing fire trails and associated measures.

All funding applications for infrastructure projects need to consider ongoing operation and maintenance after completion (i.e. instalment or construction) of the proposed project.

This funding can also support non-infrastructure projects such as:

- natural hazard risk assessments and studies
- research and/or development projects
- development of evacuation and emergency action plans
- development of regional-scale resilience/risk reduction strategies to address/mitigate natural hazard risk in the area
- community preparedness, education and training programs
- appointment of community or regional resilience officers to address the identified need
- capacity building programs for local volunteers
- research/studies to identify and address bushfire mitigation priorities across the state
- flood modelling and mapping, and flood risk management studies and plans
- purchase of disaster management equipment (e.g. generators, portable communications kits, lighting towers and frequency radios)
- bushfire related fuel reduction activities (e.g. slashing and burning)
- recovery capability and/or resilience building programs.

Council have confirmed that this funding could support the construction of a new SES Shed, as per previous discussion a potential site for this would be at the Councils Depot on the Old Hospital Road, replacing the existing tradies shed. At the time of this report, designs and project scope are being finalised for an application to be submitted under this funding. It should be noted that this funding also requires a contribution from Council however this contribution is to Councils discretion. Direction is being sought as to Councils support for the project to be submitted under the QDRRRF program and contribution percentage towards the project.

1.7 Dog Registrations and Approved Inspections [information]

It is currently anticipated that the 2020/2021 Dog Registrations will be issued on 22 June 2020. This will be followed by an approved inspection program which will identify unregistered animals and those breaching Councils Local Laws regarding the keeping of animals.

2019/2020 Local Laws Reporting																	
Month	New Animal Registrations				Impounded Animals				Euthanized Animals								
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba			
	Dogs		Other		Dogs		Cats		Other		Euth. Dogs		Euth. Cats		Euth. Other		
Jul-19					20												
Aug-19					4	1	18	20			3		18	20			
Sep-19					6	1	18	13			5		18	13			
Oct-19					6		20	12			4		20	12			
Nov-19					2		28	33					28	33			
Dec-19					5		25	15			3		25	15			
Jan-20																	
Feb-20					6		16	12			5		16	12			
Mar-20					12	1	16	3			10		16	3			
Apr-20					10	2	33	27			6	1	33	27			
May-20					2	1	8	4					8	4			
Jun-20					14	2	35	20			12		35	20			
Total	2	1	0	0	87	8	240	181	0	0	63	1	240	181	0	0	
Total 2019 & 2020														Rounded Current Penalty Unit		\$133,000	

2019/2020 Local Laws Reporting														
Month	Illegal Campers		Snakes removed		Overgrown Allotment notices		Abandoned Vehicles		Pound Release fees		Infringements Issued		Fines Collected	
	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba	Ntn	Kba
Jul	33	37							\$110.00	-	-	-	-	-
Aug	48	52							-	-	-	-	-	-
Sep	12	14	1						-	-	-	-	-	-
Oct	4	2	2						-	-	-	-	-	-
Nov	1	2	1						\$330.00	-	-	-	-	-
Dec	2	1							-	-	-	-	-	-
Jan									-	-	-	-	-	-
Feb	1	2	2						-	-	-	-	-	-
Mar	10	6	2						-	-	-	-	-	-
Apr	4	2							-	-	-	-	-	-
May									-	-	-	-	-	-
Jun	6	8	1		1				-	-	-	-	-	-
Total	121	126	9	0	1	0	0	0	440	0	0	0	0	0

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10.2 MONTHLY FINANCIAL REPORT - MAY 2020

Attachments:	10.2.1. Monthly Financials May 2020 ↓ 10.2.2. CapEx May 2020 ↓ 10.2.3. Local Spend Report May 2020 ↓ 10.2.4. Local Spend Comparison ↓
Author:	Jade Nacario - Manager Finance and Administration
Date:	9 June 2020
Key Outcome:	7.3 - Strategic management of Council
Key Strategy:	7.3.3 Implement sustainable financial management and effective procurement practices.

Executive Summary:

The Monthly Financial Report has been prepared for the period ending 31 May 2020.

RECOMMENDATION:

That Council:

1. accepts the Monthly Financial Report for the period ending 31 May 2020 as presented; and
2. that those matters not covered by resolution be noted.

Background:

1. ACTIONS ARISING FROM PREVIOUS MEETINGS:

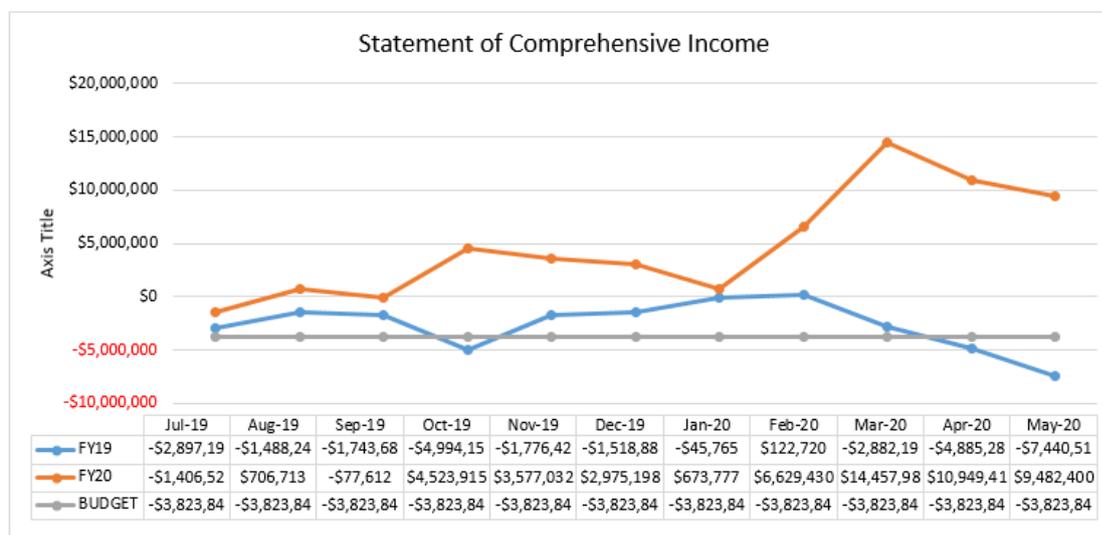
Date:	Action	Status	Comment
Jan-19	Commence Sale of Land for Arrears of Rates proceedings	In Progress	Debt Recovery Agency notified of updated recovery timeline. Due to COVID19, Sale of Land for Arrears are now put on hold.

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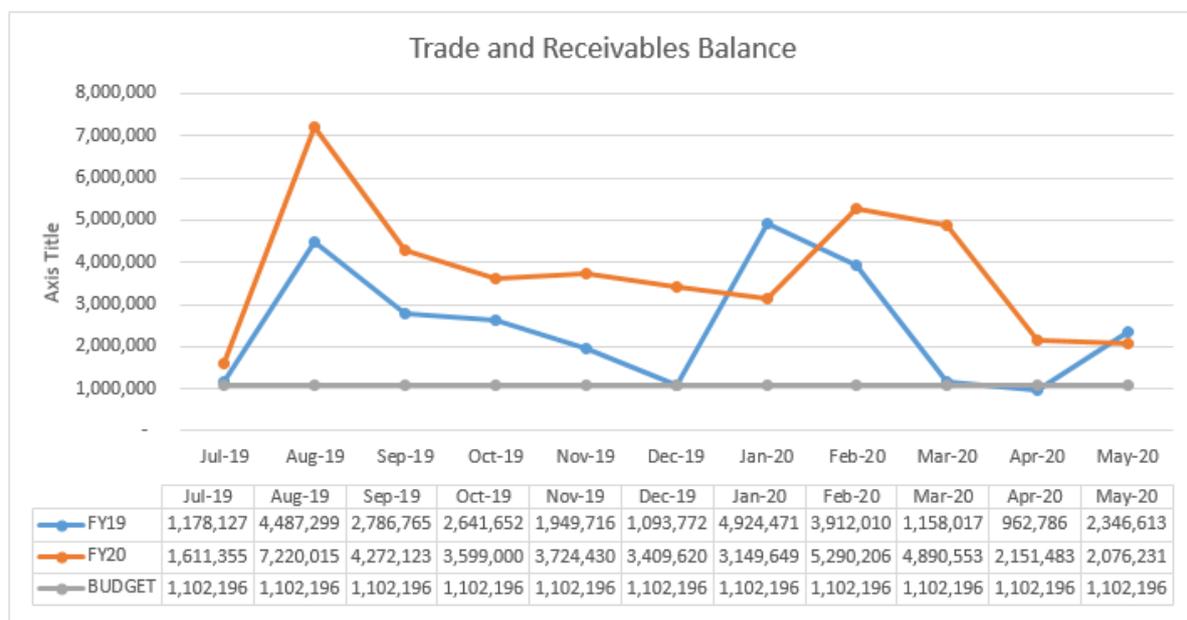
2. FINANCIAL REPORT

The Monthly Finance Reports are prepared in accordance with the reporting requirements of the *Local Government Act 2009* and *Local Government Regulation 2012*.

The Comprehensive Income Statement indicates a *Net Operating Surplus* result of \$9,482,400, for the eleventh month of the current financial year. The net operating surplus may have a significant movement at the end of the financial year, as a result of the new income recognition accounting standards (AASB 15 and AASB 1058) which were adopted this year.



Council has *Trade and Receivables* of \$ 2,076,231 as of 31 May 2020. This balance is made up of \$1,513,610 (in outstanding rates & utility charges – with the remaining balance comprising of debtors, community loans etc.)



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Rates and Service Charges

Month	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20
Current Year	194,653.22	178,115.53	169,410.96	4,241,223.38	1,429,186.33	1,226,100	1,171,766.14
1 Year Arrears	109,235.75	96,101.07	84,097.79	90,477.97	92,897.17	91,268.71	\$89,755.97
2 Year Arrears	64,381.24	58,229.52	53,703.33	53,117.40	52,117.40	49,356.84	\$47,476.12
3+ Year Arrears	147,297.57	137,900.57	136,298.07	132,741.27	130,981.27	125,950	\$124,500.87
Interest	179,746.00	166,388.12	177,557.27	173,050.90	173,145.37	177,853.69	\$177,972.57
Credits	-64,881.86	-76,802.11	-90,732.39	-24,737.72	-55,817.73	-66,006.43	-\$97,861.74
Balance	\$630,431.92	\$559,932.70	\$530,335.03	\$4,665,873.20	\$1,822,509.81	\$1,604,522.81	\$1,513,609.93

Procurement

Local Spend

In accordance with Council Procurement Policy, all procurement activities were carried out in a manner which ensure a regard for the sound contracting principle when entering into a contract for either the supply of goods and/or services.

One of the five principles is the development of competitive local business and industry. Please refer to the attachments of this report, the table shows the monthly local spend on Council procurement activities since April 2019.

Capital Expenditures 2019-2020

Please see attachments for Council Capital Expenditures as of 31 May 2020.

Consultation (Internal/External):

- Westpac Banking Corporation
- Queensland Treasury Corporation

Legal Implications:

- Failure to meet regulatory reporting requirements is a breach of the *Local Government Act 2009*.

Financial and Resource Implications:

- As provided for in current adopted 2019/2020 Annual Budget.

Risk Management Implications:

- Risk is considered low and Council will be advised if major items deviate from the adopted budget and forecasts.



Statement of Comprehensive Income by Category
 for the period ended 31 May 2020

	Core \$	QRA \$	Non-Core \$	Total \$	Budget \$
Income					
Revenue					
Recurrent revenue					
Rates, levies and charges	7,714,081	-	-	7,714,081	7,889,000
Fees and charges	456,720	-	250,188	706,908	726,000
Rental income	119,184	-	442,279	561,463	613,000
Interest received	318,397	-	-	318,397	286,000
Sales revenue	2,008,433	-	-	2,008,433	2,549,000
Other income	78,846	-	32,240	111,086	122,000
Grants, subsidies, contributions and donations	6,626,235	37,690,946	269,011	44,586,192	43,877,000
	17,321,896	37,690,946	993,718	56,006,560	56,062,000
Capital revenue					
Grants, subsidies, contributions and donations	5,820,910	979,996	855,000	7,655,906	10,213,000
Total revenue	23,142,806	38,670,942	1,848,718	63,662,466	66,275,000
Capital income	-	-	-	-	160,000
Total income	23,142,806	38,670,942	1,848,718	63,662,466	66,435,000
Expenses					
Recurrent expenses					
Employee benefits	(6,337,573)	(1,991,802)	(977,194)	(9,306,570)	(11,398,000)
Materials and services	(5,763,539)	(24,558,761)	(895,449)	(31,217,749)	(35,544,000)
Finance costs	(353,925)	-	-	(353,925)	(414,000)
Depreciation	(12,475,810)	-	(823,575)	(13,299,385)	(14,515,000)
	(24,930,848)	(26,550,563)	(2,696,218)	(54,177,629)	(61,871,000)
Capital expenses	(2,437)	0	0	(2,437)	-
Total expenses	(24,933,286)	(26,550,563)	(2,696,218)	(54,180,066)	(61,871,000)
Net result	(1,790,480)	12,120,379	(847,500)	9,482,400	4,564,000
Other comprehensive income					
Items that will not be reclassified to net result					
Increase / (decrease) in asset revaluation surplus	-	-	-	-	-
Total other comprehensive income for the year	-	-	-	-	-
Total comprehensive income for the year	(1,790,480)	12,120,379	(847,500)	9,482,400	4,564,000



Statement of Comprehensive Income
 for the period ended 31 May 2020

	31 May 2020	2019.2020
	Actual	Adopted Budget
	\$	\$
Income		
Recurrent Revenue		
Rates and Charges	7,714,081	7,889,000
Fees and Charges	706,908	726,000
Rental Income	561,463	613,000
Interest Received	318,397	286,000
Sales & Recoverable Works Revenue	2,008,433	2,549,000
Other Recurrent Income	111,086	122,000
Grants, Subsidies and Contributions	44,586,192	43,877,000
Total Recurrent Revenue	56,006,560	56,062,000
Capital Revenue		
Grants, Subsidies and Contributions	7,655,906	10,213,000
Capital Income	0	160,000
Total Income	63,662,466	66,435,000
Expenses		
Recurrent Expenses		
Administration and Governance	(3,461,961)	(5,174,000)
Community	(1,908,759)	(2,046,000)
Engineering	(7,877,437)	(7,466,000)
Fleet and Plant	2,943,492	3,010,000
Environment	(1,078,555)	(1,331,000)
DRFA	(26,550,563)	(30,728,000)
Tourism	(1,084,420)	(1,167,000)
Water and Sewerage	(1,506,115)	(2,040,000)
Finance Costs	(353,925)	(414,000)
Depreciation	(13,299,385)	(14,515,000)
Total Expenses	(54,177,628)	(61,871,000)
Capital Expenses		
	(2,437)	-
Total Expenses	(54,180,065)	(61,871,000)
Net Operating Surplus / (Deficit)	9,482,400	4,564,000



Statement of Financial Position
 as at 31 May 2020

	31 May 2020 Actual \$	2019.2020 Adopted Budget \$
Current Assets		
Cash and Equivalents	23,891,105	15,594,857
Trade and Other Receivables	2,076,231	1,102,196
Inventories	535,632	420,648
Other Financial Assets	478,207	478,207
ATO Receivable	358,347	0
Investments	1,000,000	1,000,000
Total Current Assets	28,339,522	18,595,908
Non-Current Assets		
Receivables	159,534	193,650
Property, Plant and Equipment	352,640,605	353,911,097
Capital Works in Progress	9,752,085	10,717,372
Total Non-Current Assets	362,552,223	364,822,119
TOTAL ASSETS	390,891,745	383,418,027
Current Liabilities		
Trade and Other Payables	742,509	1,332,112
Interest Bearing Liabilities	509,431	145,911
Provisions	951,347	326,462
Total Current Liabilities	2,203,287	1,804,485
Non-Current Liabilities		
Interest Bearing Liabilities	7,545,268	7,893,337
Provisions	2,060,847	1,188,722
Other Accounts Payable	400,000	400,000
Total Non-Current Liabilities	10,006,115	9,482,059
TOTAL LIABILITIES	12,209,402	11,286,544
NET COMMUNITY ASSETS	378,682,343	372,131,483
Community Equity		
Asset Revaluation Reserve	268,161,543	268,193,727
Retained Surplus	110,520,800	103,937,756
TOTAL COMMUNITY EQUITY	378,682,343	372,131,483



Cash Flow Statement
 for the period ended 31 May 2020

	31 May 2020 Actual \$	2019.2020 Adopted Budget \$
Cash Flows From Operating Activities:		
Receipts From Customers	12,251,073	15,402,886
Payments to Suppliers and Employees	(45,307,166)	(56,942,000)
	<u>(33,056,093)</u>	<u>(41,539,114)</u>
Interest Received	318,397	286,000
Rental Income	561,463	613,000
Non Capital Grant and Contributions	44,586,192	43,877,000
Borrowing Costs	(353,925)	(414,000)
Net Cash Flows From Operating Activities	<u>12,056,033</u>	<u>2,822,886</u>
Cash Flows From Investing Activities:		
Payments for Property, Plant and Equipment	(9,465,774)	(11,122,522)
Proceeds From Sale of Property, Plant and Equipment	0	160,000
Grants, Subsidies and Contributions	7,655,906	10,213,000
Net Cash Flows From Investing Activities	<u>(1,809,868)</u>	<u>(749,522)</u>
Cash Flows From Financing Activities		
Repayment of Borrowings	(295,684)	(419,131)
Net Cash Flows From Financing Activities	<u>(295,684)</u>	<u>(419,131)</u>
Net Increase (Decrease) in Cash Held	9,950,481	1,654,233
Cash at Beginning of Reporting Period	13,940,624	13,940,624
Cash at End of Reporting Period	<u>23,891,105</u>	<u>15,594,857</u>



Accounts Summary

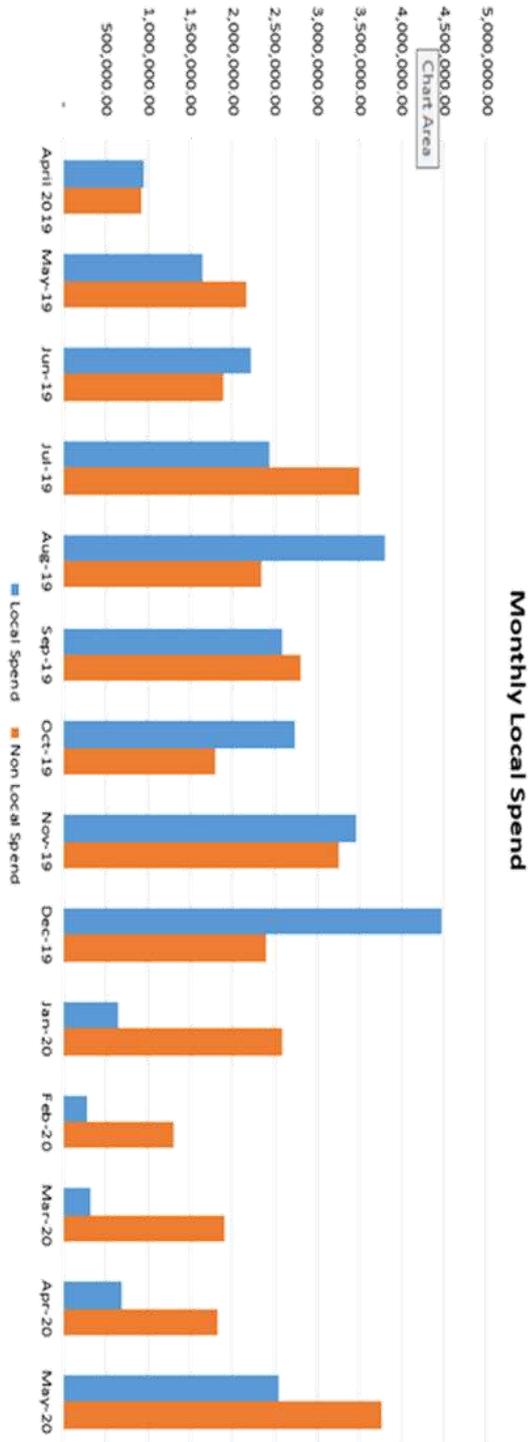
	31 May 2020 \$	30 April 2020 \$
General Accounts		
Queensland Treasury Corporation	20,991,876	25,825,129
AMP Term Deposit	1,000,000	1,000,000
Westpac General Operating Accounts	2,896,974	320,634
Total balance held in banks	24,888,850	27,145,763
Trust Accounts		
Queensland Treasury Corporation	91,378	91,378
Westpac Bank	31,053	31,608
Total balance held in trust	122,431	122,986
Other Balances		
CSC Reserves	11,070,235	11,070,235
CSC Provisions	3,012,194	3,039,030
Total balance reserves and provisions	14,082,429	14,109,265
QTC Borrowings		
Karumba Sewerage	1,993,776	1,993,776
Normanton Water Upgrade	1,085,847	1,085,847
Raise Glenore Weir	4,975,076	4,975,076
Total balance QTC borrowings	8,054,699	8,054,699
Net Council Position	2,751,722	4,981,799

GL Job Cost Account	Particulars	BALANCE B/F	2019/2020 EXPENSE YTD	TOTAL PROJECT COST	Cap/Op %	CAPITALISED / EXPENSED	TOTAL PROJECT BALANCE	%	2019/2020 BUDGET	2020 Capital Funding Through
	APPROVALS (6-53800)									
	Record the purchase of water meter for the main road project									
	Account for repairs, improvements, maintenance, water, sewer, sewer									
	Water Substation (equipment) held in W/P pending funds	511,444.66	0.00	511,444.66	0.00	0.00	511,444.66		0.00	
	REPAIRS (631600)									
	Record the purchase of the main road water meter with									
	Replace water meter	12,481.65	64,988.97	77,470.62	0.00	12,480.23	64,978.39		375,000.00	
	Water Substation (equipment) held in W/P pending funds	5,134.42	2,091.18	7,225.60		5,134.70	2,091.18		0.00	
	Water Substation (equipment) held in W/P pending funds	7,316.63	0.00	7,316.63		7,316.63	0.00	43%	150,000	150,000
	Water Substation (equipment) held in W/P pending funds	0.00	64,796.79	64,796.79		64,796.79	0.00	9%	150,000	150,000
	Water Substation (equipment) held in W/P pending funds	0.00	0.00	0.00		0.00	0.00	9%	75,000	75,000
	Water Substation (equipment) held in W/P pending funds	0.00	0.00	0.00		0.00	0.00			
	EQUIPMENT (633000)									
	Replacement of Security Camera	26,916.43	1,611,136.00	1,638,052.43	0.00	1,781,609.89	203,141.46	85%	1,200,000	
	Replacement of Security Camera	6,030.93	0.00	6,030.93		6,030.93	0.00		0.00	
	Replacement of Security Camera	20,885.50	0.00	20,885.50		20,885.50	0.00	54%	33,000	33,000
	Replacement of Security Camera	0.00	20,378.69	20,378.69		20,378.69	0.00	90%	450,000	450,000
	Replacement of Security Camera	0.00	856,173.00	856,173.00		856,173.00	0.00	9%	250,000	250,000
	Replacement of Security Camera	0.00	0.00	0.00		0.00	0.00			
	Replacement of Security Camera	0.00	0.00	0.00		0.00	0.00			
	Replacement of Security Camera	0.00	65,141.17	65,141.17		65,141.17	0.00	91%	70,000	70,000
	Replacement of Security Camera	0.00	54,075.24	54,075.24		54,075.24	0.00	91%	57,000	57,000
	Replacement of Security Camera	0.00	66,001.75	66,001.75		66,001.75	0.00	94%	70,000	70,000
	Replacement of Security Camera	0.00	159,025.23	159,025.23		159,025.23	0.00	100%	150,000	150,000
	Replacement of Security Camera	0.00	54,075.24	54,075.24		54,075.24	0.00	95%	57,000	57,000
	Replacement of Security Camera	0.00	55,492.84	55,492.84		55,492.84	0.00	97%	57,000	57,000
	Replacement of Security Camera	0.00	54,075.24	54,075.24		54,075.24	0.00	91%	57,000	57,000
	Replacement of Security Camera	0.00	53,284.99	53,284.99		53,284.99	0.00	91%	57,000	57,000
	Replacement of Security Camera	0.00	6,087.83	6,087.83		6,087.83	0.00	95%	6,000	6,000
	Replacement of Security Camera	0.00	7,872.64	7,872.64		7,872.64	0.00	95%	8,000	8,000
	Replacement of Security Camera	0.00	2,272.64	2,272.64		2,272.64	0.00	98%	8,000	8,000
	Replacement of Security Camera	0.00	1,188.08	1,188.08		1,188.08	0.00			
	Replacement of Security Camera	0.00	2,203.64	2,203.64		2,203.64	0.00			
	Replacement of Security Camera	0.00	8,620.00	8,620.00		8,620.00	0.00			
	Replacement of Security Camera	0.00	15,193.00	15,193.00		15,193.00	0.00			
	ROAD INFRASTRUCTURE (631000)									
	Replacement of Security Camera	1,621,765.24	4,125,586.84	5,747,352.08	0.00	1,510,001.20	4,237,350.88		3,877,000.00	
	Replacement of Security Camera	4,605,522.69	12,269,000.00	16,874,522.69		16,874,522.69	0.00			
	Replacement of Security Camera	313,796.63	-534.50	313,262.13		313,262.13	0.00	101%	2,000,000	2,000,000
	Replacement of Security Camera	38,234.81	2,032,486.95	2,070,721.76		2,070,721.76	0.00			
	Replacement of Security Camera	173,948.62	12,159.50	186,108.12		186,108.12	0.00			
	Replacement of Security Camera	0.00	2,097,000.00	2,097,000.00		2,097,000.00	0.00			
	Replacement of Security Camera	0.00	0.00	0.00		0.00	0.00			
	Replacement of Security Camera	1,500.00	0.00	1,500.00		1,500.00	0.00			
	Replacement of Security Camera	0.00	27,389.70	27,389.70		27,389.70	0.00			
	Replacement of Security Camera	28,110	0.00	28,110		28,110	0.00			
	Replacement of Security Camera	21,272.20	1,926.11	23,198.31		23,198.31	0.00			
	Replacement of Security Camera	14,684.16	67,789.95	82,474.11		82,474.11	0.00			
	Replacement of Security Camera	31,286.95	2,081.75	33,368.70		33,368.70	0.00			
	Replacement of Security Camera	444,762.99	1,842,534.54	2,287,307.53		2,287,307.53	0.00			
	Replacement of Security Camera	108,712.29	62,919.83	171,632.12		171,632.12	0.00			
	Replacement of Security Camera	0.00	1,583,109.44	1,583,109.44		1,583,109.44	0.00	82%	1,820,000	1,820,000
	Replacement of Security Camera	0.00	21,400.00	21,400.00		21,400.00	0.00	49%	52,000	52,000
	Replacement of Security Camera	0.00	2,400.00	2,400.00		2,400.00	0.00			

Monthly Local Spend Report

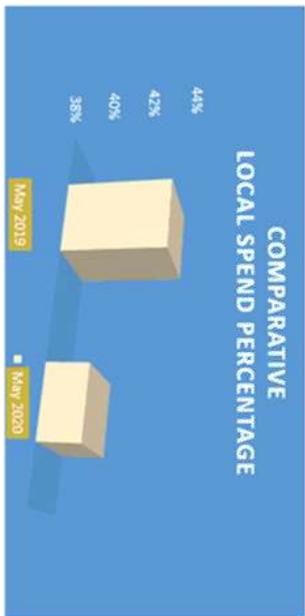


	JUNE 2019	JULY 2019	AUG 2019	SEP 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MARCH 2020	APRIL 2020	MAY 2020	TOTAL
Total Local Spend	\$2,218,862.40	\$2,435,047.95	\$3,809,346.98	\$2,591,735.32	\$2,732,821.69	\$3,466,267.27	\$4,475,434.01	\$646,479.63	\$284,444.49	\$320,338.96	\$684,359.34	\$2,544,195.77	\$26,214,230.66
Total Non Local Spend	1,890,144.04	3,504,271.95	\$2,337,774.92	\$2,806,454.98	\$1,795,909.29	\$3,262,274.17	\$2,392,138.80	\$2,588,440.17	\$1,310,940.07	\$1,909,257.98	\$1,826,660.54	\$3,764,949.07	\$29,388,319.13
Grand Total	\$4,109,006.44	\$5,939,319.90	\$6,147,121.90	\$5,398,190.30	\$4,532,730.98	\$6,728,541.44	\$6,867,572.81	\$3,234,919.80	\$1,595,384.56	\$2,229,596.94	\$2,511,019.88	\$6,309,144.84	\$55,602,549.79
Local Spend Percentage	54%	41%	62%	48%	60%	52%	65%	20%	18%	14%	27%	40%	47%
Total Local Spend	MAY 2019	MAY 2020											
	\$1,651,938.60	\$2,544,195.77											
Total Non Local Spend	\$2,169,115.25	\$3,764,949.07											
Grand Total	\$3,821,053.85	\$6,309,144.84											
Local Spend Percentage	43%	40%											



Comparative Monthly Local Spend

Suppliers	May-19	May-20
Local Spend	1,651,938.60	2,544,195.77
Non Local Spend	2,169,115.25	3,764,949.07
Total Spend	3,821,053.85	6,309,144.84
Local Spend %	43%	40%



BUSINESS PAPERS

10.3 2020/2021 CARPENTARIA SHIRE COUNCIL SCHEDULE OF FEES AND CHARGES

Attachments:	10.3.1. Fees and Charges Draft V3 ↓
Author:	Justin Hancock - Director of Corporate Services
Date:	10 June 2020
Key Outcome:	7.3 - Strategic management of Council
Key Strategy:	7.3.3 Implement sustainable financial management and effective procurement practices.

Executive Summary:

The attached document titled 2020/2021 Carpentaria Shire Council Schedule of Fees and Charges provides a comprehensive schedule of all proposed regulatory and commercial fees and charges for 2020/2021 Financial Year, including cost recovery fees and other charges.

Under Section 98 of the *Local Government Act 2009*, Council must adopt and maintain a register of its cost recovery fees.

RECOMMENDATION:

That Council:

- Adopts the 2020/2021 Carpentaria Shire Council Schedule of Fees and Charges; and
- Provide a fourteen (14) day amnesty period for animal registration renewals (excluding Restricted and Regulated Dogs)

Background:

Council's regulatory and commercial fees and charges are developed and/or reviewed on an annual basis. A review of all fees and charges was undertaken in preparation for the 2020/2021 Financial Year. All new fees and charges that are considered appropriate have been included, along with the removal of any that have become obsolete (or irrelevant).

A copy of the proposed fees and charges for 2020/2021 is presented for Council's consideration.

Historically, with the introduction of Council Local Laws and Animal Registration Fees, Council have provided a 14 day amnesty period for the renewal of animal registration, the exemption to this being Restricted/ Regulated dogs. The proposed Dog Registration fees are as follows:

DOG REGISTRATION FEES			
Male / female per dog	Cost Recovery Fee	<i>Local Government Act 2009, s 97(2)(a)</i>	\$22.00
Desexed Male or Female per dog	Cost Recovery Fee	<i>Local Government Act 2009, s 97(2)(a)</i>	\$11.00
[NOTE: At the time of registration of a desexed animal, proof of desexing (i.e. veterinary certificate or ear tattoo) must be shown to the registration officer.]			

BUSINESS PAPERS

Aged Person Dog [<i>Limit to one dog - guide dogs no fee</i>]	Cost Recovery Fee	<i>Local Government Act 2009, s 97(2)(a)</i>	\$4.00
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Council had a total of 504 registered animals for the 2019/2020 Financial Year, by offering the 14 day amnesty period, Council may forego \$10,000 in animal registration revenue.

Historically, Council have provided this amnesty to all registrations during this period including unregistered animals. It is recommended however that this change to only include renewals of existing registration as by allowing unregistered animal free registration during this period it is providing an incentive for animals to go unregistered for extended periods of time until such time the amnesty is provided. Under Section 44(3) of the Animal Management (Cats and Dogs) Act 2008, *'a person who becomes an owner of a dog must comply with section 46 to register the dog in the relevant local government's area within 14 days unless the person has a reasonable excuse.'*

Consultation (Internal/External):

- Mayor and Councillors
- Chief Executive Officer – Mark Crawley
- Other Council Managers and Officers - Various

Legal Implications:

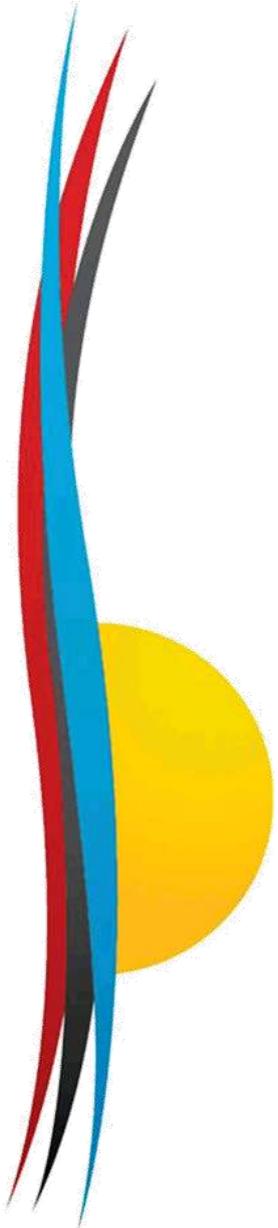
- Local Government Act 2009
- Local Government Regulation 2012

Financial and Resource Implications:

- Fees and charges will be calculated and charged at appropriate full cost recovery.

Risk Management Implications:

- On charging cost avoids a loss in Council revenue. Cost recoveries along with fees and charges should be reviewed annually to ensure rates are consistent with any relevant Consumer Price Index (CPI) increases. This approach is consistent with Council's financial management obligations prescribed by legislation.



CARPENTARIA SHIRE

Outback by the Sea®

Carpentaria Shire Council

2020/2021

Commercial and Regulatory Fees & Charges

Adopted Resolution No. XXXX/XXX

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2020 - 2021

Commercial and Regulatory Fees and Charges Schedule

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Fee & Charge Description	Cost Recovery Fee / Commercial / Service Fee	Authorising Legislation or Local Law/Relevant Provision(s)	2020/2021 Fee (incl GST if applicable)	GST	GL Number (Synergysoft)	Income Expenditure IE (Synergysoft)
CUSTOMER SERVICES						
Photocopying						
Photocopying, [Plus 15c per copy on colour paper if available]						
Up to 50 A4 copies - per copy	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.50	Y	550112	1560 Other Fees & Charges
50 - 100 A4 copies - per copy	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.40	Y	550112	1560 Other Fees & Charges
Over 100 A4 copies - per copy	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.30	Y	550112	1560 Other Fees & Charges
Photocopying A3 - per copy	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	1.00	Y	550112	1560 Other Fees & Charges
Colour photocopying A4 - per copy	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	3.00	Y	550112	1560 Other Fees & Charges
Colour photocopying A3 - per copy	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	4.00	Y	550112	1560 Other Fees & Charges
[Double sided charged at twice copy price]						
Laminating						
Laminating per A4 sheet	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	4.00	Y	550112	1560 Other Fees & Charges
Laminating per A3 sheet	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	6.00	Y	550112	1560 Other Fees & Charges
Binding						
Binding - per bound article [coil only]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	15.00	Y	550112	1560 Other Fees & Charges
Facsimile						
Facsimile - 1st page	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	5.00	Y	550112	1560 Other Fees & Charges
Facsimile - additional pages	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	1.00	Y	550112	1560 Other Fees & Charges
Facsimile receiving	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	1.00	Y	550112	1560 Other Fees & Charges
Data File Transfer to USB						
Transfer data files/scanned files to USB (USB storage device not included)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	11.00	Y	550112	1560 Other Fees & Charges
Council Security Keys/SALTO Fobs						
Replacement of Council issued key/SALTO fob [Damaged or lost]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	20.00	Y	550112	1560 Other Fees & Charges

Fee & Charge Description	Cost Recovery Fee / Commercial / Service Fee	Authorising Legislation or Local Law/Relevant Provision(s)	2020/2021 Fee (incl GST if applicable)	GST	GL Number (Synergysoft)	Income Expenditure IE (Synergysoft)
AIRPORTS						
Landing Fees						
Normanton - Per Tonne or part thereof	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	19.00	Y	150512	1571 Airport Fees
Karumba - Per Tonne or part thereof	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	19.00	Y	150522	1571 Airport Fees
Passenger Fees						
Per Passenger Fee [RPT Flights and Charter Flights] for each take off and landing						
Normanton	Commercial/Service Fee	Local Government Act 2009, s262(3)(c), s 14 Local Law No. 7 (Aerodromes) 2015	19.00	Y	150512	1571 Airport Fees
Karumba	Commercial/Service Fee	Local Government Act 2009, s262(3)(c), s 14 Local Law No. 7 (Aerodromes) 2015	19.00	Y	150522	1571 Airport Fees
Aircraft Parking Charges - Normanton & Karumba						
6 Months	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	770.00	Y	Ntn: 150512 Kba: 150522	1571 Airport Fees
12 months	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	1,325.00	Y	Ntn: 150512 Kba: 150522	1571 Airport Fees
ANIMAL CONTROL						
Cattle and Horses						
Pound release fee per head	Cost Recovery Fee	Local Government Act 2009, s 97(1)(2)(c)	110.00	N	Ntn: 500212 Kba: 500222	1521 Animal Fines and Penalties
Sustenance	Cost Recovery Fee	Local Government Act 2009, s 97(1)(2)(c)	At Cost	N	Ntn: 500212 Kba: 500222	1521 Animal Fines and Penalties
Transport of livestock	Cost Recovery Fee	Local Government Act 2009, s 97(2)(c)	At Cost	N	Ntn: 500212 Kba: 500222	1522 Animal Misc Fees
Town Common - (No stallions permitted)						
Cattle and Horses annual licence fee for adjustment per head	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	72.00	N	Ntn: 500212 Kba: 500222	1522 Animal Misc Fees
Animal Traps						
Hog Hoppers (Security Deposit)		Local Government Act 2009, s262(3)(c)	110.00	N	900937	
Dog Traps (Security Deposit)		Local Government Act 2009, s262(3)(c)	110.00	N	900937	
Cat Traps (Security Deposit)		Local Government Act 2009, s262(3)(c)	110.00	N	900937	

Fee & Charge Description	Cost Recovery Fee / Commercial / Service Fee	Authorising Legislation or Local Law/Relevant Provision(s)	2020/2021 Fee (incl GST if applicable)	GST	GL Number (Synergysoft)	Income Expenditure IE (Synergysoft)
Dog Registration Fees						
Whole Male or Female per dog	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	22.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
Desexed Male or Female per dog	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	11.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
[NOTE: At the time of registration of a desexed animal, proof of desexing (i.e. veterinary certificate or ear tattoo) must be shown to the registration officer.]						
Aged Person Dog [limit to one dog - guide dogs no fee]	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	4.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
Replacement tags each	Commercial/Service Fee	Local Government Act 2009, s 97(2)(a)	5.00	N	Ntn: 500212 Kba: 500222	1522 Animal Misc Fees
Regulated Dog Registration Fees						
Restricted Dog Permit - Initial (includes signage and tag) [Restricted Dogs Only]	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a); s 83 Animal Management (Cats and Dogs) Act 2008	500.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
Regulated Dog Registration - Initial (includes signage and tag) [Menacing and Dangerous Dog]	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	265.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
Regulated Dog Registration - Annual Renewal [Restricted, Menacing and Dangerous Dog]	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	170.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
Regulated Dog Signage (additional/replacement)	Commercial/Service Fee	Local Government Act 2009, s 97(2)(a)	48.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
Replacement tags each	Commercial/Service Fee	Local Government Act 2009, s 97(2)(a)	20.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
Keeping of animals						
More than 2 dogs over the age of 3 months on an allotment in a designated town area (animal breeder approval)	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a); s 6 Local Law No. 2 (Animal Management) 2015	220.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
More than 2 cats over the age of 3 months on an allotment in a designated town area (animal breeder approval)	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a); s 6 Local Law No. 2 (Animal Management) 2015	220.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
More than 1 horse or donkey on an allotment in a designated town area						
1 or more cows or bulls on an allotment in a designated town area	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a); s 6 Local Law No. 2 (Animal Management) 2015	22.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
1 or more sheep, goats, alpacas or llamas on an allotment in a designated town area	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a); s 6 Local Law No. 2 (Animal Management) 2015	22.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
1 or more roosters on an allotment in a designated town area	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a); s 6 Local Law No. 2 (Animal Management) 2015	22.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
More than 20 poultry on an allotment in a designated town area	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a); s 6 Local Law No. 2 (Animal Management) 2015	22.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
1 or more deer on an allotment in a designated town area	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a); s 6 Local Law No. 2 (Animal Management) 2015	22.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
1 or more pigs (domestic) on an allotment in a designated town area	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a); s 6 Local Law No. 2 (Animal Management) 2015	22.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
More than 5 ducks or geese on an allotment in a designated town area	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a); s 6 Local Law No. 2 (Animal Management) 2015	22.00	N	Ntn: 500212 Kba: 500222	1523 Animal Registration
Miscellaneous Dog Fees						
Pound release fee/[registered & desexed dog]/ First pound release for registered dog - no charge.	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a); s 83 Animal Management (Cats and Dogs) Act 2009	78.00	N	Ntn: 500212 Kba: 500222	1521 Animal Fines and Penalties
Pound release fee [registered dog] - First pound release for registered dog - no charge.	Commercial/Service Fee	Local Government Act 2009, s 97(2)(a)	170.00	N	Ntn: 500212 Kba: 500222	1521 Animal Fines and Penalties
Pound release fee for unregistered dog - includes registration	Commercial/Service Fee	Local Government Act 2009, s 97(2)(a)	330.00	N	Ntn: 500212 Kba: 500222	1521 Animal Fines and Penalties

Fee & Charge Description	Cost Recovery Fee / Commercial / Service Fee	Authorising Legislation or Local Law/Relevant Provision(s)	2020/2021 Fee (incl GST if applicable)	GST	GL Number (Synergysoft)	Income Expenditure IE (Synergysoft)
Penalty for unregistered dog over the age of 3 months	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	2 Penalty Units + Registration Fee	N	Ntn: 500212 Kba: 500222	1521 Animal Fines and Penalties
Penalty for keeping of more than two dogs and/or cats as pets (Permit to be applied for separately)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	2 Penalty Units	N	Ntn: 500212 Kba: 500222	1521 Animal Fines and Penalties
BUILDING SERVICES						
Bonds						
Building bond on relocatable/transportable buildings. Refundable on completion and after Certificate of Occupancy / Classification is issued	Bond	Local Government Act 2009 s47	3,195.00	N	900950	
Building bond for protection of road reserve for commercial or multi unit development	Bond	Local Government Act 2009 s47	6,395.00	N	900950	
Bond required for demolition of commercial or multi unit structure	Bond	Local Government Act 2009 s86(1)	6,395.00	N	900950	
Bond required for demolition or removal of structures containing asbestos	Bond	Local Government Act 2009 s86(1)	6,395.00	N	900950	
Building Record Searches						
Building plans and photocopying [A4 & A3]	Cost Recovery Fee	Local Government Act 2009, s262(3)(c)	125.00	N	151911	Development Fees - Building
Building file search - Domestic	Cost Recovery Fee	Local Government Act 2009, s262(3)(c)	305.00	N	151911	Development Fees - Building
Building file search - Commercial	Cost Recovery Fee	Local Government Act 2009, s262(3)(c)	485.00	N	151911	Development Fees - Building
Application Assessments						
New dwelling single unit less than 150m ²	Cost Recovery Fee	Local Government Act 2009, s 972(a)	1,215.00	Y	151911	1581 Building Application Fees
New dwelling single unit more than 150m ²	Cost Recovery Fee	Local Government Act 2009, s 972(a)	1,400.00	Y	151911	1581 Building Application Fees
Residential Class 10 Shed / Carport / Patio less than 20m ²	Cost Recovery Fee	Local Government Act 2009, s 972(a)	145.00	Y	151911	1581 Building Application Fees
Residential Class 10 Shed/Carport/Patio between 20m ² and 50m ²	Cost Recovery Fee	Local Government Act 2009, s 972(a)	330.00	Y	151911	1581 Building Application Fees
Residential Class 10 Shed/Carport/Patio more than 50m ²	Cost Recovery Fee	Local Government Act 2009, s 972(a)	580.00	Y	151911	1581 Building Application Fees
Industrial Storage Shed Class 7A	Cost Recovery Fee	Local Government Act 2009, s 972(a)	665.00	Y	151911	1581 Building Application Fees
Industrial Class 10 Shed/Carport/Garage or the like less than 20m ²	Cost Recovery Fee	Local Government Act 2009, s 972(a)	145.00	Y	151911	1581 Building Application Fees
Industrial Class 10 Shed/Carport/Garage or the like between 20m ² and 50m ²	Cost Recovery Fee	Local Government Act 2009, s 972(a)	330.00	Y	151911	1581 Building Application Fees
Industrial Class 10 Shed/Carport/Garage or the like more than 50m ²	Cost Recovery Fee	Local Government Act 2009, s 972(a)	580.00	Y	151911	1581 Building Application Fees
Alterations and/or extensions less than \$100,000.00	Cost Recovery Fee	Local Government Act 2009, s 972(a)	1,080.00	Y	151911	1581 Building Application Fees
Alterations and/or extensions more than \$100,000.00	Cost Recovery Fee	Local Government Act 2009, s 972(a)	1,400.00	Y	151911	1581 Building Application Fees
New multiple dwelling or duplex	Cost Recovery Fee	Local Government Act 2009, s 972(a)	1,275.00 + 195.00 per unit	Y	151911	1581 Building Application Fees
Commercial Application Classes 1b, 3, 4, 5, 6, 7 & 9	Cost Recovery Fee	Local Government Act 2009, s 972(a)	3,955.00	Y	151911	1581 Building Application Fees

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Commercial and Regulatory Fees Charges Schedule

Fee & Charge Description	Cost Recovery Fee / Commercial / Service Fee	Authorising Legislation or Local Law/Relevant Provision(s)	2020/2021 Fee (incl GST if applicable)	GST	GL Number (Synergysoft)	Income Expenditure IE (Synergysoft)
Commercial Application Classes 1b, 3, 4, 5, 6, 7, 8 & 9 Less than 300m ²	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	1,740.00	Y	151911	1581 Building Application Fees
Fence / Sign / Retaining Wall or any other miscellaneous structure	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	360.00	Y	151911	1581 Building Application Fees
Above ground pools with fencing	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	800.00	Y	151911	1581 Building Application Fees
In ground pools with fencing	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	1,045.00	Y	151911	1581 Building Application Fees
Demolition of structure, Domestic	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	700.00	N	151911	1581 Building Application Fees
Demolition of structure, Commercial	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	1,185.00	N	151911	1581 Building Application Fees
Amendments to approved plans (minor)	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	115.00	N	151911	1581 Building Application Fees
Amendments to approved plans less than 2 hours assessment	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	395.00	N	151911	1581 Building Application Fees
Amendments to approved plans major more than 2 hours assessment	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	650.00	N	151911	1581 Building Application Fees
Archiving of Private Certifiers Documents	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	160.00	N	151911	1581 Building Application Fees
Non specific assessment all Classes, per hour fee applies	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	245.00	Y	151911	1581 Building Application Fees
Resubmitted applications	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	535.00	N	151911	1581 Building Application Fees
Extension of time to Building Permit	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	150.00	N	151911	1581 Building Application Fees
Roadworks Permit	Cost Recovery Fee	Local Government Act 2009, s 97(2)(a)	110.00	N	151911	1581 Building Application Fees
Inspection Fees						
Building Inspections Karumba and Normanton	Commercial/Service Fee	Local Government Act 2009, s 262(3)(c)	300.00	N	151911	1586 Building Inspections
Building Inspections Final Karumba and Normanton	Commercial/Service Fee	Local Government Act 2009, s 262(3)(c)	300.00	N	151911	1586 Building Inspections
Building Inspections outside Karumba and Normanton	Commercial/Service Fee	Local Government Act 2009, s 262(3)(c)	POA	N	151911	1586 Building Inspections
Pool Safety Inspection	Commercial/Service Fee	Local Government Act 2009, s 262(3)(c)	300.00	N	151911	1586 Building Inspections

Fee & Charge Description	Cost Recovery Fee / Commercial / Service Fee	Authorising Legislation or Local Law/Relevant Provision(s)	2020/2021 Fee (incl GST if applicable)	GST	GL Number (Synergysoft)	Income Expenditure If (Synergysoft)
CEMETERIES						
Normanton and Karumba						
Burial Fee (including 2 viewings if requested)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	3,860.00	Y	Ntn: 400812 Kba: 400822	1561 Cemetery Charges
Additional Viewings (per viewing)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	310.00	Y	Ntn: 400812 Kba: 400822	1561 Cemetery Charges
<i>[Standard Brass Plaques (\$330.00) included in above cost for Lawn Cemetery / Karumba Cemetery only (additional cost for other than standard) Plaques other than Lawn Cemetery at cost plus postage and administration charge.</i>						
Interment of Ashes - Memorial Wall (Niche)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	235.00	Y	Ntn: 400812 Kba: 400822	1561 Cemetery Charges
Hearse Transfer - Airport / Hospital	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	210.00	Y	Ntn: 400812 Kba: 400822	1561 Cemetery Charges
Hearse Transport - per hour	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	61.00	Y	Ntn: 400812 Kba: 400822	1561 Cemetery Charges
Body Transfer Normanton	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	210.00	Y	Ntn: 400812 Kba: 400822	1561 Cemetery Charges
Body Transfer Karumba	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	420.00	Y	Ntn: 400812 Kba: 400822	1561 Cemetery Charges
Accident scene to hospital transfer - per kilometre	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	2.00	Y	Ntn: 400812 Kba: 400822	1561 Cemetery Charges
Accident scene to hospital transfer - minimum charge	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	210.00	Y	Ntn: 400812 Kba: 400822	1561 Cemetery Charges
Coffin Only	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	1,050.00	Y	Ntn: 400812 Kba: 400822	1561 Cemetery Charges
Burials at other than Normanton and Karumba Cemeteries	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	POA	Y	Ntn: 400812 Kba: 400822	1561 Cemetery Charges
CHILDCARE SERVICES						
Weekly	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	355.00	N	400712	1590 Childcare Fees and Charges
Daily	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	80.00	N	400712	1590 Childcare Fees and Charges
Morning session	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	54.00	N	400712	1590 Childcare Fees and Charges
Afternoon session	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	54.00	N	400712	1590 Childcare Fees and Charges
Consumables - Child in nappies [Per day]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	35.00	Y	400712	1590 Childcare Fees and Charges
Consumables - Child [Per day]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	6.00	Y	400712	1590 Childcare Fees and Charges
Late Fee - first 5 mins [At discretion of Childcare Director]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	58.00	N	400712	1590 Childcare Fees and Charges
Late Fee - every minute after first 5 minutes [As above]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	7.00	N	400712	1590 Childcare Fees and Charges
Bond: Enrolment Fee	Bond	Local Government Act 2009, s262(3)(c)	110.00	N	400712	1590 Childcare Fees and Charges

Fee & Charge Description	Cost Recovery Fee / Commercial / Service Fee	Authorising Legislation or Local Law/Relevant Provision(s)	2020/2021 Fee (incl GST if applicable)	GST	GL Number (Synergysoft)	Income Expenditure IE (Synergysoft)
CLEANSING / WASTE DISPOSAL						
Short term use of wheelie bin per week or part thereof per bin [no garbage collection service]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	34.00	Y	450212	1584 Waste Fees
Short term use of wheelie bin per week or part thereof per bin [including 1 garbage collection service/week]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	44.00	Y	450212	1584 Waste Fees
Delivery & Return of wheelie bin/s (during business hours only)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	340.00	Y	450212	1584 Waste Fees
Replacement of wheelie bin [if not through wear or tear]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	145.00	Y	450212	1584 Waste Fees
[Replacement bin issued at no charge if damaged bin is returned to Council]			No Charge			
Trade Waste						
Trade Waste Annual Permit - Category One Utility Charge (low volume: <500KL waste per year)	Cost Recovery Fee	Local Government Act 2009, s 972)(a); s 180 Water Supply (Safety and Reliability) Act 2002	400.00	N	450212	1584 Waste Fees
Normanton Landfill Site						
Asbestos waste disposal - Asbestos removal (only to be carried out by licensed removalist). Disposal only at Normanton tip. Contractor to pay for cartage [per m ³] [No asbestos accepted at Karumba or from other Shire(s)]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	400.00 per m ³ (Minimum charge of 0.5 m ³)	Y	450312	1584 Waste Fees
Bulk or Commercial Waste - Disposal of bulk or commercial waste at Normanton landfill site only [per tonne]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	44.00	Y	450312	1584 Waste Fees
Karumba Waster Transfer Station						
Building Waste - Up to 3 cubic metres of building waste to be disposed of directly into designated bins at the Karumba Waste Transfer Station on the following user pays basis:						
Car and Small trailer (6x4)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	37.00	Y	450312	1584 Waste Fees
Car and medium trailer (8x5)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	48.00	Y	450312	1584 Waste Fees
Car and large trailer (bigger than 8x5)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	61.00	Y	450312	1584 Waste Fees
Truck up to 4.5t GVM	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	72.00	Y	450312	1584 Waste Fees
No loads on vehicles above 4.5t will be accepted at the Waste Transfer Station and these larger loads are to be taken to the Normanton Landfill by the user.						
Tyre Disposal Fee (Per Tyre)						
Motorcycle Tyre	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	5.00	Y	450312	1584 Waste Fees
Motorcycle Tyre Plus Rim	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	10.00	Y	450312	1584 Waste Fees
Car Tyre	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	8.00	Y	450312	1584 Waste Fees
Car Tyre Plus Rim	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	14.00	Y	450312	1584 Waste Fees
AWD Tyre	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	12.00	Y	450312	1584 Waste Fees
AWD Tyre Plus Rim	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	19.00	Y	450312	1584 Waste Fees

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Commercial and Regulatory Fees Charges Schedule

Fee & Charge Description	Cost Recovery Fee / Commercial / Service Fee	Authorising Legislation or Local Law/Relevant Provision(s)	2020/2021 Fee (incl GST if applicable)	GST	GL Number (Synergysoft)	Income Expenditure IE (Synergysoft)
Truck Tyre	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	24.00	Y	450312	1584 Waste Fees
Truck Tyre Plus Rim	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	34.00	Y	450312	1584 Waste Fees
LES WILSON BARRAWUNDI DISCOVERY CENTRE						
Discovery Centre						
Merchandise	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	(Cost of Goods + Freight) X 20% Mark Up	Y	200312	1552 LWBDC - Sales
Conference Room Hire (Includes Chairs, Tables and Projector)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	500.00	Y	200312	1533 LWBDC - Conference Room Hire
Guided Tours and Barra Feeding						
Adult	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	25.00	Y	200312	1553 LWBDC - Tours
Concession (Seniors/ Students)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	20.00	Y	200312	1553 LWBDC - Tours
Children (Ages 4 to 15 Years Old)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	15.00	Y	200312	1553 LWBDC - Tours
Family Pass (2 Adults & up to 4 Children)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	65.00	Y	200312	1553 LWBDC - Tours
Extra Child	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	15.00	Y	200312	1553 LWBDC - Tours
Behind the scenes at the Hatchery						
Adult	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	65.00	Y	200312	1553 LWBDC - Tours
Concession (Seniors/ Students)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	50.00	Y	200312	1553 LWBDC - Tours
Children (Ages 4 to 15 Years Old)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	45.00	Y	200312	1553 LWBDC - Tours
Family Pass (2 Adults & up to 4 Children)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	190.00	Y	200312	1553 LWBDC - Tours
Extra Child	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	45.00	Y	200312	1553 LWBDC - Tours
Supply of Fingerlings (subject to availability)						
Fingerlings - up to and including 25mm (base charge)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.3675	N	200412	1554 Hatchery - Sales
Fingerlings up to 35mm (any Qty) - Base charge as above, plus price for each mm over 25mm up to 35mm	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.0137	N	200412	1554 Hatchery - Sales
Fingerlings up to 50mm (Qty More than 1000) - Base charge as above plus for each mm up to over 25mm up to 50mm	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.0137	N	200412	1554 Hatchery - Sales
Fingerlings up to 50mm (Qty Less than 1000) - Base charge as above plus price for each mm over 25mm up to 50mm	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.0368	N	200412	1554 Hatchery - Sales
Fingerlings up to 100mm (Qty More than 500) - Base charge as above plus price for each mm over 25mm up to 100mm	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.0137	N	200412	1554 Hatchery - Sales
Fingerlings up to 100mm (Qty Less than 500) - Base charge as above plus price for each mm over 25mm up to 100mm	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.0420	N	200412	1554 Hatchery - Sales

Fee & Charge Description	Cost Recovery Fee / Commercial / Service Fee	Authorising Legislation or Local Law/Relevant Provision(s)	2020/2021 Fee (incl GST if applicable)	GST	GL Number (Synergsoft)	Income Expenditure IF (Synergsoft)
Fingerlings - Base charge as above plus for each mm up to 100mm Less than 1000	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.0137	N	200412	1554 Hatchery - Sales
Fingerlings over 100mm - Base charge as above plus for each mm over 100mm Special Order Only - subject to availability	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	POA	N	200412	1554 Hatchery - Sales
LIBRARY / VISITOR INFORMATION CENTRES						
Public Internet Access and Computer Use						
Non-library members per 30 minutes or part thereof	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	3.00	Y	Ntn:401312 Kba: 401322	1563 Libraries
Library members per 30 minutes or part thereof	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	N/A	Y	Ntn:401312 Kba: 401322	1563 Libraries
Charities and Non-Profit Community Organisations	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	FOC - 1 hr	Y	Ntn:401312 Kba: 401322	1563 Libraries
Students working on assignments	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	FOC - 1 hr	Y	Ntn:401312 Kba: 401322	1563 Libraries
Use of own computer equipment charged at same rate			Same as above		Ntn:401312 Kba: 401322	1563 Libraries
Public Wifi Access						
Library and Non-library members 9:00am to 5:00pm (Per Day)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	Free of Charge	Y	Ntn:401312 Kba: 401322	1563 Libraries
Merchandise						
Merchandise	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	(Cost of Goods + Freight) X 20% Mark Up	Y	Ntn:200212 Kba: 200222	1550 VIC Normanton - Sales
PLANNING						
Development Application for material change of use - code & impact assessable (Fee is charged at actual cost - \$1,100 is charged initially + actual costs if over and above \$1,100)	Cost Recovery Fee	Sustainable Planning Act 2009 s260(1)(d)(i) & s370	Base Fee \$1,100.00 + Cost	N	Ntn: 100212 Kba: 100222	1583 Town Planning Fees
Development Application for material change of use - Associated Minor Industrial use on industrial lots	Cost Recovery Fee	Sustainable Planning Act 2009 s260(1)(d)(i) & s370	305.00	N	Ntn: 100212 Kba: 100222	1583 Town Planning Fees
Develop Application for reconfiguring a lot (Fee is charged at actual cost - \$1,100 is charged initially + actual costs if over and above \$1,100)	Cost Recovery Fee	Sustainable Planning Act 2009 s260(1)(d)(i) & s370	Base Fee \$1,100.00 + Cost	N	Ntn: 100212 Kba: 100222	1583 Town Planning Fees
[Note: Development applications fees are recorded as the minimum charge, large development applications will be processed on an at cost basis.] [Council reserves the right to assess whether or not applications are deemed large developments]						
Issue of Certificates						
Boundary Dispensation - Front, Side or Rear	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	380.00	N	Ntn: 100212 Kba: 100222	1583 Town Planning Fees
Limited Shire Planning Certificate	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	325.00	N	Ntn: 100212 Kba: 100222	1583 Town Planning Fees
Standard Planning Certificate	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	810.00	N	Ntn: 100212 Kba: 100222	1583 Town Planning Fees
Full Planning Certificate (consultancy required)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	1,975.00	N	Ntn: 100212 Kba: 100222	1583 Town Planning Fees
Town Planning Signs	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	75.00	N	Ntn: 100212 Kba: 100222	1583 Town Planning Fees
Sealing of Survey Plans	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	170.00	N	Ntn: 100212 Kba: 100222	1583 Town Planning Fees
Hardcopy of town planning scheme	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	305.00	N	Ntn: 100212 Kba: 100222	1583 Town Planning Fees
CD of town planning scheme	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	93.00	N	Ntn: 100212 Kba: 100222	1583 Town Planning Fees

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Commercial and Regulatory Fees Charges Schedule

Fee & Charge Description	Cost Recovery Fee / Commercial / Service Fee	Authorising Legislation or Local Law/Relevant Provision(s)	2020/2021 Fee (incl GST if applicable)	GST	GL Number (Synergysoft)	Income Expenditure If (Synergysoft)
PUMBINING AND DRAINAGE						
Sewerage Services						
Waste water and waste disposal at Sewerage Treatment Plant - per kilolitre charge	Commercial/Service Fee	Local Government Act 2009 s262(3)(c)	46.00	Y	Ntn: 151812 Kba: 151822	1584 Waste Fees
Application for Sanitary Plumbing / Drainage:						
Domestic - New Dwelling (includes up to 6 fixtures - extra at \$105 per fixture)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	775.00	N	151911	1582 Plumbing Application Fee
Domestic - Extension / Alteration (includes up to 6 fixtures - extra at \$105 per fixture)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	525.00	N	151911	1582 Plumbing Application Fee
Domestic - Swimming Pool (New Work)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	265.00	N	151911	1582 Plumbing Application Fee
Domestic - Swimming Pool (Alterations)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	510.00	N	151911	1582 Plumbing Application Fee
Commercial Application for Commercial / Industrial - New Buildings (free plus per fixture)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)	1,215.00 + 115.00 per fixture	N	151911	1582 Plumbing Application Fee
Commercial Application for Commercial / Industrial - Extensions and Alterations	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	865.00 + 115.00 per fixture	N	151911	1582 Plumbing Application Fee
Re-inspection fee: All Buildings	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	POA	N	151911	1582 Plumbing Application Fee
Sewerage - Construction Plan (Mains)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	83.00	N	151911	1582 Plumbing Application Fee
Sewerage: House Drainage Plan (Written consent of the property owner is required for the following):						
Copy of the House Drainage Plan (if available)	Cost Recovery Fee	Local Government Act 2009 s97(2)(c); Plumbing and Drainage Act 2002 s85	50.00	N	151911	1582 Plumbing Application Fee
Onsite Sewerage Treatment Facilities Rural properties Application for Installation						
New Installation	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	POA	N	151911	1580 Building & Development Fees - Other
Extension / Alteration / Re-inspection	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	POA	N	151911	1580 Building & Development Fees - Other
Sewerage Connection						
Connection Fee - gravity	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	POA	N	Ntn: 151812 Kba: 151822	1580 Building & Development Fees - Other
Connection Fee - low pressure	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	1,655.00	N	Ntn: 151812 Kba: 151822	1580 Building & Development Fees - Other
Supply & Installation of Sewer Pod at either Karumba or Normanton (plus connection fee)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	13,000.00	N	Ntn: 151812 Kba: 151822	1580 Building & Development Fees - Other
Disconnection Fee	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	300.00	N	Ntn: 151812 Kba: 151822	1580 Building & Development Fees - Other

Fee & Charge Description	Cost Recovery Fee / Commercial / Service Fee	Authorising Legislation or Local Law/Relevant Provision(s)	2020/2021 Fee (incl GST if applicable)	GST	GL Number (Synergysoft)	Income Expenditure IF (Synergysoft)
PRIVATE WORKS						
Any works where no set fee has been determined to be charged as private works						
Quote / Estimate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	POA	Y	Works Order	1220 Private Works - Other
RATES SEARCH						
Rate Search - Basic [No water meter reading] - response within seven (7) working days	Cost-recovery fee	Local Government Act 2009 s97(2)(a)(e)	190.00	N	550313	1700 Other Revenue
Rate Search - Full [With a water meter reading] - response within seven (7) working days	Cost-recovery fee	Local Government Act 2009 s97(2)(a)(e)	305.00	N	550313	1700 Other Revenue
Priority Rate Search Fee [In addition to above fees] - response within three (3) working days	Cost-recovery fee	Local Government Act 2009 s97(2)(a)(e)	130.00	N	550313	1700 Other Revenue
REGULATORY SERVICES						
Prescribed Activities						
Application to Undertake a Prescribed Activity	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	18.00	N	450412	1512 Itinerant Vendor Fees
Alteration or Improvement to local government controlled areas and roads						
Installing, changing, damaging or removing a structure in a local government controlled area or road (refer to applications assessments (roadworks permit))	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	POA	N	450412	1512 Itinerant Vendor Fees
Weekly commercial use of local government controlled areas and roads (Itinerant vendors)						
1 day per week	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	435.00	N	450412	1512 Itinerant Vendor Fees
2 - 3 days per week	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	1,050.00	N	450412	1512 Itinerant Vendor Fees
4 - 7 days per week	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	1,390.00	N	450412	1512 Itinerant Vendor Fees
Temporary commercial use of local government controlled areas and roads (Itinerant vendors)						
Application and approval for temporary commercial use of local government controlled areas and roads e.g. Itinerant vendor / standing stall. Fee includes first day approval. [Maximum 3 continuous days]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	115.00	N	450412	1512 Itinerant Vendor Fees
Additional Days - Fee per day [Maximum 2 additional days]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	53.00	N	450412	1512 Itinerant Vendor Fees
Slideshow amusement outlet on reserves - per day	Cost Recovery Fee	Local Government Act 2009, s262(3)(c)	115.00	Y	450412	1512 Itinerant Vendor Fees
Electricity if required from Council - per day per outlet	Cost Recovery Fee	Local Government Act 2009, s262(3)(c)	76.00	Y	450412	1512 Itinerant Vendor Fees
Carrying out work on a road or interfering with its operation	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	POA	N	450412	1512 Itinerant Vendor Fees

Fee & Charge Description	Cost Recovery Fee / Commercial / Service Fee	Authorising Legislation or Local Law/Relevant Provision(s)	2020/2021 Fee (incl GST if applicable)	GST	GL Number (Synergysoft)	Income Expenditure IE (Synergysoft)
Undertaking regulated activities on local government controlled areas and roads						
Driving or leading animals to cross a road	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	97.00	N	450412	1510 Licenses - Other
Depositing goods or materials	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	305.00	N	450412	1510 Licenses - Other
Holding a public place activity (excluding temporary entertainment events)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	305.00	N	450412	1510 Licenses - Other
Grazing livestock (annual application fee)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	120.00	N	450412	1510 Licenses - Other
Addition adjustment fee per head of stock	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	2.30	N	450412	1510 Licenses - Other
Parking Permits	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	POA	N	450412	1510 Licenses - Other
Establishment or occupation of a temporary home	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	100.00	N	450412	1510 Licenses - Other
Installation of advertising devices	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	POA	N	450412	1510 Licenses - Other
Camping Grounds & Caravan Parks						
Operation of camping grounds						
Annual Renewal	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	395.00	N	450412	1510 Licenses - Other
Transfer of Approval	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	350.00	N	450412	1510 Licenses - Other
Application for alteration of approval	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	350.00	N	450412	1510 Licenses - Other
Operation of caravan parks	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	395.00	N	450412	1510 Licenses - Other
Annual Renewal	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	350.00	N	450412	1510 Licenses - Other
Transfer of Approval	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	350.00	N	450412	1510 Licenses - Other
Application for alteration of approval	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	350.00	N	450412	1510 Licenses - Other
Approval Search Fee	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	315.00	N	450412	1510 Licenses - Other
Operation of Cemeteries	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	POA	N	450412	1510 Licenses - Other
Operation of Public Swimming Pools	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	POA	N	450412	1510 Licenses - Other
Operation of Rental Accommodation	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	425.00	N	450412	1510 Licenses - Other
Annual Renewal	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	350.00	N	450412	1510 Licenses - Other
Transfer of Approval	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	350.00	N	450412	1510 Licenses - Other
Application for alteration of approval	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	350.00	N	450412	1510 Licenses - Other
Approval Search Fee	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	315.00	N	450412	1510 Licenses - Other

Fee & Charge Description	Cost Recovery Fee / Commercial / Service Fee	Authorising Legislation or Local Law/Relevant Provision(s)	2020/2021 Fee (incl GST if applicable)	GST	GL Number (Synergysoft)	Income Expenditure IE (Synergysoft)
Operation of temporary entertainment events						
Approval fee - Operation of temporary entertainment events	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36.	270.00	N	400912	1530 Facilities Hire - Other
Security Bond for all events	Bond	Local Government Act 2009 s97(2)(a)	330.00	N	900933	
Undertaking regulated activities regarding human remains	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Local Law No. 1 (Administration) s 36	POA	N		
Environmental Protection						
File Search Fee	Cost Recovery Fee	Local Government Act 2009, s262(3)(c)	305.00	Y	450412	1560 Other Fees & Charges
Food Business / Licences						
Application for Food Licence - new food premises <i>[Fixed or Mobile]</i>	Cost Recovery Fee	Food Act 2006, ss 31, 52, 85	350.00	N	450412	1514 Food Business Licence
Application for Food Licence (alteration to premises)	Cost Recovery Fee	Food Act 2006, ss 31, 52, 85	350.00	N	450412	1514 Food Business Licence
Application for Food Licence - Concession for low risk home business operations	Cost Recovery Fee	Food Act 2006, ss 31, 52, 85	215.00	N	450412	1514 Food Business Licence
Note for Staff: Application fee does not include Annual Licence Fee.						
Food Licence Renewal - Fixed or Mobile	Cost Recovery Fee	Food Act 2006, ss 31, 52, 85	325.00	N	450412	1514 Food Business Licence
Note for Staff: Food Licences granted by other Local Governments are recognised in Carpentaria Shire and therefore do not require another licence to be issued (a copy of the licence must be provided). Where the licensee proposes to operate a temporary or mobile food business in a Local Government Controlled Area or Road, the licensee must still apply for an Approval to undertake a prescribed Activity - Commercial Use of Local Government Controlled Area or Road . Refer to relevant fees above.						
Food Licence Renewal - Concession for low risk home business operations	Cost Recovery Fee	Food Act 2006, ss 31, 72, 85	215.00	N	450412	1514 Food Business Licence
Restoration of Food Licence (must be made within 30 days of Food Licence Expiry)	Cost Recovery Fee	Food Act 2006, ss 31, 73, 85	225.00	N	450412	1514 Food Business Licence
Food Licence amendment to licence	Cost Recovery Fee	Food Act 2006, ss 31, 74, 85	215.00	N	450412	1514 Food Business Licence
Temporary Food Licence (e.g. Food Stall Stand) - <i>[maximum of 3 continuous days]</i> - <i>[No fees applicable for current licensed fixed food businesses - application still required]</i> - First day included.	Cost Recovery Fee	Food Act 2006, ss 31, 52, 85	110.00	N	450412	1514 Food Business Licence
Additional days (Food Licence) - Fee per day <i>[Maximum 2 additional days]</i>	Cost Recovery Fee	Food Act 2006, ss 31, 85	56.00	N	450412	1514 Food Business Licence
Accreditation of Food Safety Program when application is accompanied with written advice from approved auditor	Cost Recovery Fee	Food Act 2006, ss 31, 102	325.00	N	450412	1514 Food Business Licence
Auditing of food safety programs by Council Auditor	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	POA	Y	450412	1514 Food Business Licence
File search fee	Cost Recovery Fee	Local Government Act 2009 s97(2)(c)	305.00	N	450412	1514 Food Business Licence

Fee & Charge Description	Cost Recovery Fee / Commercial / Service Fee	Authorising Legislation or Local Law/Relevant Provision(s)	2020/2021 Fee (incl GST if applicable)	GST	GL Number (Synergysoft)	Income Expenditure IF (Synergysoft)
High Risk Skin Penetration Premises						
Application for approval [Fixed or Mobile]	Cost Recovery Fee	Local Government Act 2009, s97(2)(g); Public Health (Injection Control for Personal Appearance Services) Act 2003 s 58	355.00	N	450412	1510 Licenses
Application for alteration	Cost Recovery Fee	Local Government Act 2009, s97(2)(g); Public Health (Injection Control for Personal Appearance Services) Act 2003 s 58	325.00	N	450412	1510 Licenses
Annual licence [including annual inspection fee]	Cost Recovery Fee	Local Government Act 2009, s97(2)(g); Public Health (Injection Control for Personal Appearance Services) Act 2003 s 58	355.00	N	450412	1510 Licenses
Additional inspection fee [e.g. complaint etc.]	Cost Recovery Fee	Local Government Act 2009, s97(2)(g); Public Health (Injection Control for Personal Appearance Services) Act 2003 s 58	245.00	N	450412	1510 Licenses
Transfer of licence	Cost Recovery Fee	Local Government Act 2009, s97(2)(g); Public Health (Injection Control for Personal Appearance Services) Act 2003 s 58	320.00	N	450412	1510 Licenses
Application and licence for temporary services [Maximum 3 days]	Cost Recovery Fee	Local Government Act 2009, s97(2)(g); Public Health (Injection Control for Personal Appearance Services) Act 2003 s 58	115.00	N	450412	1510 Licenses
File search fee	Cost Recovery Fee	Local Government Act 2009, s97(2)(c); Public Health (Injection Control for Personal Appearance Services) Act 2003 s 58	305.00	N	450412	1560 Other Fees & Charges
RIGHT TO INFORMATION						
Right To Information application, searches and responses [As per Right to Information Regulation 2009]	Cost Recovery Fee	Local Government Act 2009, s97 (1) (2)(a)(c)		N	550812	1560 Other Fees & Charges
SWIMMING POOLS & SPORTS CENTRES						
Normanton and Kurumba Swimming Pools						
Child Entry	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	2.00	Y	Ntn: 401412 Kba: 401422	1566 Swimming Pool
Child Entry (after school hours on school days)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	1.00	Y	Ntn: 401412 Kba: 401422	1566 Swimming Pool
Child 20 Entries	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	33.00	Y	Ntn: 401412 Kba: 401422	1566 Swimming Pool
Adult Entry	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	4.00	Y	Ntn: 401412 Kba: 401422	1566 Swimming Pool
Adult Entry (Age Pension Concession Card Holder/Old Repatriation Health (Gold) Card Holder)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	2.00	Y	Ntn: 401412 Kba: 401422	1566 Swimming Pool
Adult 20 Entries	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	70.00	Y	Ntn: 401412 Kba: 401422	1566 Swimming Pool
Annual Single Pass	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	230.00	Y	Ntn: 401412 Kba: 401422	1566 Swimming Pool
Annual Family Pass (2 Adults and 2 Children under 18 years of age)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	360.00	Y	Ntn: 401412 Kba: 401422	1566 Swimming Pool
Annual Family Pass - Per Additional Child	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	63.00	Y	Ntn: 401412 Kba: 401422	1566 Swimming Pool
Quarterly Single Pass	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	63.00	Y	Ntn: 401412 Kba: 401422	1566 Swimming Pool
Quarterly Family Pass (2 Adults and 2 Children under 18 years of age)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	105.00	Y	Ntn: 401412 Kba: 401422	1566 Swimming Pool

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Commercial and Regulatory Fees Charges Schedule

Fee & Charge Description	Cost Recovery Fee / Commercial / Service Fee	Authorising Legislation or Local Law/Relevant Provision(s)	2020/2021 Fee (incl GST if applicable)	GST	GL Number (Synergysoft)	Income Expenditure If (Synergysoft)
Quarterly Family Pass - Per Additional Child	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	25.00	Y	Ntn: 401412 Kbn: 401422	1566 Swimming Pool
Annual Single Pass (out of hours access)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	370.00	Y	Ntn: 401412 Kbn: 401422	1566 Swimming Pool
Quarterly Single Pass (out of hours access)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	115.00	Y	Ntn: 401412 Kbn: 401422	1566 Swimming Pool
Normanton and Karumba Gymnasiums						
Annual Gym Access (includes one gym key)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	125.00	Y	Ntn: 401812 Kbn: 401822	1564 Gym
Gym Access (includes one gym key) Pro-rata if paid after 1 October but before 31 December	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	94.00	Y	Ntn: 401812 Kbn: 401822	1564 Gym
Gym Access (includes one gym key) Pro-rata if paid after 1 January but before 31 March	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	63.00	Y	Ntn: 401812 Kbn: 401822	1564 Gym
Annual Access - Age Pension Concession Card holder/OLD Repatriation Health (Gold) Card holder	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	62.50	Y	Ntn: 401812 Kbn: 401822	1564 Gym
Monthly Access (30 Days)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	32.00	Y	Ntn: 401812 Kbn: 401822	1564 Gym
Replacement of Council issued key/SALTO fob (Damaged or lost)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	20.00	Y	550112	1560 Other Fees & Charges
VENUE HIRE						
Normanton Shire Hall / Karumba Civic Centre						
<i>(Please note these charges and bonds are cumulative)</i>						
Commercial, Government or Corporate Function	Bond	Local Government Act 2009, s262(3)(c)	550.00	N	900933	
Community Group, Not-for-Profit or Private Use (alcohol consumption)	Bond	Local Government Act 2009, s262(3)(c)	1,105.00	N	900933	
Community Group, Not-for-Profit or Private Use (no alcohol consumption)	Bond	Local Government Act 2009, s262(3)(c)	550.00	N	900933	
Main Hall						
<i>(Includes use of tables and chairs)</i>						
Commercial, Government or Corporate Function	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	390.00	Y	401712	1531 Shire Hall Fees
Community Group, Not-for-Profit or Private Use (alcohol consumption)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	390.00	Y	401712	1531 Shire Hall Fees
Community Group, Not-for-Profit or Private Use (no alcohol consumption)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	230.00	Y	401712	1531 Shire Hall Fees
Private Use - Funeral (no alcohol consumption)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	FOC	Y	401712	1531 Shire Hall Fees
Commercial, Government or Corporate Function - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	63.00	Y	401712	1531 Shire Hall Fees
Community Group, Not-for-Profit or Private Use (no alcohol consumption) - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	32.00	Y	401712	1531 Shire Hall Fees

Fee & Charge Description	Cost Recovery Fee / Commercial / Service Fee	Authorising Legislation or Local Law/Relevant Provision(s)	2020/2021 Fee (incl GST if applicable)	GST	GL Number (Synergysoft)	Income Expenditure IF (Synergysoft)
Use of main hall kitchen facilities (plus the venue hire)						
Commercial, Government or Corporate Function	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	215.00	Y	401712	1531 Shire Hall Fees
Community Group, Not-for-Profit or Private Use (alcohol consumption)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	215.00	Y	401712	1531 Shire Hall Fees
Community Group, Not-for-Profit or Private Use (no alcohol consumption)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	195.00	Y	401712	1531 Shire Hall Fees
Commercial, Government or Corporate Function - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	21.00	Y	401712	1531 Shire Hall Fees
Community Group, Not-for-Profit or Private Use (no alcohol consumption) - Hourly usage rate	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	11.00	Y	401712	1531 Shire Hall Fees
Meeting/Conference/Training Room (for public meetings, training and conferences purposes only)						
Security Bond	Bond		550.00	N	900948	
Government & Commercial agencies use:						
Day Gam - 6pm	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	320.00	Y	401712	1531 Shire Hall Fees
Evening 6pm - 10pm	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	320.00	Y	401712	1531 Shire Hall Fees
Day plus Evening	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	510.00	Y	401712	1531 Shire Hall Fees
Public or Club / Organisations meetings - per day	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	195.00	Y	401712	1531 Shire Hall Fees
Table & Chair Hire						
Security Bond (external use only)	Bond		110.00	N	900938	
Hire of tables - per table	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	14.00	Y	401712	1535 Tables and Chairs
Hire of chairs - per chair	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	5.00	Y	401712	1535 Tables and Chairs
Hire of chair covers - collected from the Shire Office						
Pickup and delivery of tables and chairs by Council (During Council business hours)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	380.00	Y	401712	1535 Tables and Chairs
Pickup and delivery of tables and chairs by Council (Outside Council business hours) [By application only]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	685.00	Y	401712	1535 Tables and Chairs
Hire of Trailer containing Tables & Chairs						
Hire (contains Tables & Chairs)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	580.00	Y	401712	1535 Tables and Chairs
Security Bond	Bond		330.00	N	900938	
Normanton John Henry Oval						
Security Bond	Bond		550.00	N	900939	
Casual use of facilities per day (including electricity)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	250.00	Y	400912	1530 Facilities Hire - Other

2020 - 2021

Commercial and Regulatory Fees Charges Schedule

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Fee & Charge Description	Cost Recovery Fee / Commercial / Service Fee	Authorising Legislation or Local Law/Relevant Provision(s)	2020/2021 Fee (incl GST if applicable)	GST	GL Number (Synergysoft)	Income Expenditure IF (Synergysoft)
Normanton Rodde & Show Grounds						
Security Bond	Bond		550.00	N	900935	
Casual use of facilities per day [including electricity]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	250.00	Y	400912	1533 Rodde and Racecourse
Overnight accommodation for visitors travelling with livestock - per camp site						
Unpowered site	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	0.00	Y	400912	1533 Rodde and Racecourse
Powered site	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	18.00	Y	400912	1533 Rodde and Racecourse
Overnight accommodation for visiting sporting teams and organisations						
Security Bond	Bond		330.00	N	900939	
Per camp site [powered/unpowered]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	88.00	Y	400912	1533 Rodde and Racecourse
WATER - CONNECTIONS						
20mm Service connection [for single dwelling only]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply [Safety and Reliability] Act 2011, ss 164, 165, 167	1,870.00	N	Ntn: 151612 Kba: 151622	1585 Water Fees and Charges
25mm Service connection	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply [Safety and Reliability] Act 2011, ss 164, 165, 167	2,090.00	N	Ntn: 151612 Kba: 151622	1585 Water Fees and Charges
32mm Service connection	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply [Safety and Reliability] Act 2011, ss 164, 165, 167	2,200.00	N	Ntn: 151612 Kba: 151622	1585 Water Fees and Charges
40mm Service connection (*)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply [Safety and Reliability] Act 2011, ss 164, 165, 167	2,475.00	N	Ntn: 151612 Kba: 151622	1585 Water Fees and Charges
50mm Service Connection (*)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply [Safety and Reliability] Act 2011, ss 164, 165, 167	2,640.00	N	Ntn: 151612 Kba: 151622	1585 Water Fees and Charges
100mm Service connection (*)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply [Safety and Reliability] Act 2011, ss 164, 165, 167	POA	N	Ntn: 151612 Kba: 151622	1585 Water Fees and Charges
150mm Service connection (*)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply [Safety and Reliability] Act 2011, ss 164, 165, 167	POA	N	Ntn: 151612 Kba: 151622	1585 Water Fees and Charges
(*)Connections for 25mm services or greater, [Plus RPZO or double check, whichever is required] and any connection involving a road crossing.						
[*]Applicable to ALL connections; if directional drilling is required by either the Department of Main Roads or Carpentaria Shire Council, the associated costs will be charged back to the applicant.						
Disconnection fee	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply [Safety and Reliability] Act 2011, ss 164, 165, 167	310.00	N	Ntn: 151612 Kba: 151622	1585 Water Fees and Charges
Water meter check [refunded if meter tests faulty]	Cost Recovery Fee	Local Government Act 2009 s97(2)(a); Water Supply [Safety and Reliability] Act 2011, ss 164, 165, 167	230.00	N	Ntn: 151612 Kba: 151622	1585 Water Fees and Charges

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Commercial and Regulatory Fees Charges Schedule

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Fee & Charge Description	Cost Recovery Fee / Commercial / Service Fee	Authorising Legislation or Local Law/Relevant Provision(s)	2020/2021 fee (incl GST if applicable)	GST	GL Number (Synergysoft)	Income Expenditure IE (Synergysoft)
Backflow Prevention						
Application assessment fee (review of building plans)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	72.00	N	Ntn: 151612 Kba: 151622	1585 Water Fees and Charges
Registration of backflow prevention device (one-off)	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	64.00	N	Ntn: 151612 Kba: 151622	1585 Water Fees and Charges
Annual licence fee	Cost Recovery Fee	Local Government Act 2009 s97(2)(a)(e)	41.00	N	Ntn: 151612 Kba: 151622	1585 Water Fees and Charges
Bulk Water						
Portable Water from Stand Pipe - per kilolitre (plus \$80.00 after hours opening fee)	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	5.00	N	Ntn: 151612 Kba: 151622	1585 Water Fees and Charges
Builders connection - Connection Fee + Usage [per kilolitre]	Commercial/Service Fee	Local Government Act 2009, s262(3)(c)	5.00	N	Ntn: 151612 Kba: 151622	1585 Water Fees and Charges

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Commercial and Regulatory Fees Charges Schedule

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BUSINESS PAPERS

10.4 COMMUNITY DEVELOPMENT

Attachments:	10.4.1. Normanton Sports Centre monthly report ↓ 10.4.2. Library monthly report ↓ 10.4.3. Interagency minutes ↓
Author:	Cherie Schafer - Manager Economic & Community Development
Date:	9 June 2020

Key Outcome:	2.3 – Supporting and growing our tourism industry
Key Strategy:	2.3.1 Operate the visitor information centres at Normanton and Karumba.

Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Community, Cultural Services and Economic Development portfolio of Council.

RECOMMENDATION:

That Council:

1. receive the Community Development Report; and
2. that those matters not covered by resolution be noted.

1. MATTERS FOR INFORMATION:

1.1 Normanton Sports Centre

Monthly report attached for the period opened during May.

1.2 Normanton and Karumba Library Statistics

Both the Normanton and Karumba Libraries re-opened on the 18th May 2020, monthly report attached.

1.3 Interagency meeting

Minutes from the June meeting attached.

Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley
 - Director Corporate Services – Justin Hancock
-

BUSINESS PAPERS

Legal Implications:

- Nil

Financial and Resource Implications:

- Within budget.

Risk Management Implications:

- Risks are relatively low - supports Council's aim of engaging with the community as well as providing key activities and facilities.



Normanton Sports Centre

MONTHLY REPORT – MAY 2020

EXECUTIVE SUMMARY

Monday 18th May seen our sporting programs started back out on John Henry Oval after the COVID 19 shut down. Our daily attendance numbers started off low as Normanton recorded its lowest autumn temperature on record, but now we are getting beautiful warm sunny days, we are now maxing our attendance numbers every day. We were setting up 3 activities every afternoon with 2 staff members running different actives to keep within the COVID regulations, and the children are really enjoying getting back into the swing of things and are looking forward to the Sports Centre re opening on Monday 15th June.

The Normanton Gym has had a few new items installed and has had a good service and clean and is now ready to be re-opened.

The Normanton Pool is closed for winter and will re-open in time for the September School holidays. The shade structure was measured up this past month and we should see a new one in the not so distant future.

ATTENDANCES

Total Attendances for the Month: Approx. 109

Total Attendances for Last Month: Approx. 0 (due to COVID)

Total Attendances for Centre Programs Weekdays: Approx. Total 109 with an average of 11 people per day

Total Attendances for Centre Programs Weekends: Approx. Total 0 with an average of people per day Closed weekends

Centre closed for a total of 17 days this month

Total Attendances for Partnership Programs: 0

CALENDAR - Upcoming Events

Movie night under the stars on John Henry Oval Friday 19th June

PHOTOS FROM EVENTS



Game of Dodge Ball



Soccer



T-Ball

Normanton Gym ready for the Re open



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Normanton & Karumba Library Stats	Normanton			Karumba		
	May-18	May-19	May-20	May-18	May-19	May-20
Number of Library visitors	249	129	42	374	224	47
Number of library loans	129	195	42	119	101	55
Number of people utilising the internet	50	56	29	47	10	3
Number of new members	5	11	1	9	5	0
Total public internet hours usage	27.5	6.5	14.5	24	5	2.5
Total hours open to the public	205	69	40	205	92	40



CARPENTARIA SHIRE

Outback by the Sea®

Interagency Meeting Minutes

Date: Tuesday, 2nd June 2020

Venue: Council Boardroom

Commencement: 3.30pm

Chairperson: Cherie Schafer

Apologies:

Mayor Jack Bawden, Jake Randell Normanton State School, Evet Child

Present:

Tonia Smerdon Normanton State School, Shannon Gallagher Bynoe CACS, Alexander Newton QAS, Mark Corey QPS, Alice Saville and Chris Ruyg Save The Children, Peter Lehmann and James Cripps Mount Isa mental Health, Anne Scannella Centre Care.

Shannon Gallagher:

There are some job opportunities at Bynoe and notices have been put out to the community.

Bynoe is still working with the participants however doing more consultation over the phone rather than face to face due to COVID.

Tonia Smerdon:

Not a lot to update at this stage, school is going well.

Would like to know if other agencies are still doing anything for NAIDOC week as been put on hold. Tonia would still like to do something at the school. Mark offered for the police to do a sausage sizzle and Annie also offered support.

Alex Newton:

QAS workload has reduced over the past few weeks however they do expect a rise over the long weekends and school holidays.

Alex asked groups what community events are coming up.

Possibly the Normanton Sprint Races first weekend of October and the Barra and Blues festival was advised.

Mark Corey:

QPS has had an increase of warnings issued in the community.

234 notices have been issued to individuals around social distancing.
36 police infringement notices

DV has reduced from 43 cases the previous month to 10 the current month.

Breath testing has started up again with a 500% increase in detection.

The Bio Security area is now being staffed by Mount Isa police and the Mount Isa staff are being back filled by Brisbane.

Mark also wanted to thank Annie from Centre care for all the great work she has done with assisting the police during the COVID pandemic. Annie has been amazing and extremely helpful which is appreciated.

Annie Scannella:

Has been busy with a lot of referral coming through.
Hopes to be able to start play group and homework club up again soon in the community.

Alice Saville:

Alice has been on leave for three weeks and back at work today. There has been a lot on in the community.

Dale the team leader will be back in Normanton next week.

There have been several applicants placed for the positions available and there is hopes to fill the roles very soon.

Chris Ruyg:

Has been working out of Mount Isa the past three weeks however there has been a worker on the ground in Normanton.

DV anger workshops will be held in 2 to 3 weeks – more info to come closer to the time.

Peter and James:

Peter has been in the role for 6 weeks replacing Robin Smith and is under under the monsoon funding. Peter aims to visit Normanton every two weeks and has visited twice already.

James looks after the media and coms, titter etc to keep all the event on the radar.

Peter has been working with Crystal from Council some of the upcoming events/workshops planned include:

Men's health workshops held at the stations – has spoken to Tanya Arnold from Miranda Station around the workshops.

Dry July (dryish) alcohol reduction and engage with surrounding Councils to get on board

Birdie Tree program – doing a workshop with the schools to produce a community recovery book.

Cherie Schafer:

The gym will open today around 5pm. There are a number to requirements that members will be required to follow due to COVID.

Council has decided not to go ahead with the ball this year however will still be holding the Barra and Blues festival.

The sports centre has been open to the youth however the attendance hasn't been as high as we expected.

Meeting closed: 4:00pm

NOTE – next meeting will be held 7th July 3.30pm

BUSINESS PAPERS

10.5 COMMUNITY DONATIONS AND SUPPORT

Attachments:	10.5.1. Normanton Bowls Club annual sponsorship ↓
Author:	Cherie Schafer - Manager Economic & Community Development
Date:	9 June 2020

Key Outcome:	2.2 – Council supports our community organisations
Key Strategy:	2.2.2 Council provides support for local community organisations.

Executive Summary:

Council receives numerous requests for donations throughout the year. The applications listed in the recommendation are applications that have been received outside of the grant funding round.

RECOMMENDATION:

That Council approves the following requests for donation and support:

1. Karumba State School - Swim Carnival. Requests use of the pool from 8.30am to 2.30pm and free entry for the children.
2. Karumba State School – Festival of Sports. Requests use of the Karumba Sports Centre and Council to mark two hockey fields at the Karumba Recreation Club.
3. Normanton Sprint Races – Races and Rodeo. Requests tables and chairs, skimming of the racetrack, ripping of the rodeo and horse sports arena, grounds to be mowed, toilets, showers and secretary's box to be cleaned, printing of race books, delivery of stage. Watering of the arena and track and water truck available over the weekend.
4. Normanton Bowls Club – 2020-2021 Sponsorship Packages. Request Council support in the way of yearly sponsorship.
5. Karumba Seniors Lunch – Seniors Christmas Function: Requests \$600 cash towards event costs
6. Normanton Bowls Club – Food license: Request the waiver of fees for a food license application and annual fee for 12 months.

Background:

Council advertised its first round of the 2020/2021 Community Donations and Support funding program for events held between July and December 2020. The below applications have been received.

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1. Karumba State School - Swim Carnival. Requests use of the pool from 8.30am to 2.30pm and free entry for the children. **(Estimated cost to Council \$395)**
2. Karumba State School – Festival of Sports. Requests use of the Karumba Sports Centre and Council to mark two hockey fields at the Karumba Recreation Club. **(Estimated cost to Council \$1695)**
3. Normanton Sprint Races – Races and Rodeo. Requests tables and chairs, skimming of the racetrack, ripping of the rodeo and horse sports arena, grounds to be mowed, toilets, showers and secretary’s box to be cleaned, printing of race books, delivery of stage. Watering of the arena and track and water truck available over the weekend. **(Estimated cost to Council \$9200)**
4. Normanton Bowls Club – 2020-2021 Sponsorship Packages. Request Council support in the way of yearly sponsorship. **(Estimated cost to Council dependant on package)**
5. Karumba Seniors Lunch – Seniors Christmas Function: Requests \$600 cash towards event costs **(Estimated cost to Council \$600)**
6. Normanton Bowls Club – Food license: Request the waiver of fees for a food license application and annual for 12 months. **(Estimated cost to Council \$705)**

Consultation (Internal/External):

- Mark Crawley - Chief Executive Officer
- Justin Hancock - Director Corporate Services
- External Stakeholders (applicants)

Legal Implications:

- Nil

Financial and Resource Implications:

- Within budget.

Risk Management Implications:

- Risks are within normal operational parameters.

Normanton Bowls Club Inc.



Options Available	Diamond	Gold	Silver	Bronze
CLUB MEMBERSHIP – Period 01/07/2020 – 30/06/2021	6	3	2	2
CLUB SHIRTS	6	3	2	2
CLUB SHIRT LOGO/NAME – Your organisations logo/name located on the Normanton Bowls Club shirt.	Large Logo	Large Logo	Medium Logo	Small Name
SOCIAL MEDIA ADVERTISING – Your business advertised on the Normanton Bowls Club Facebook page (300 followers).	Yes	Yes	Yes	-
SPONSOR OF THE WEEK – Your business advertised as the Sponsor of the Week including the sponsor of a membership draw.	Yes (6 Weeks)	Yes (2 Weeks)	Yes (1 Week)	-
CLUB FUNCTION HIRE DISCOUNT	1 Free Event	50%	-	-
IN-CLUB ADVERTISING – Your organisations logo displayed on a banner located within the Club grounds.	Large Logo	Small Logo	-	-
SPONSORED EVENT – Your sponsorship will support our Barefoot Board Games events and company logo will be included on all advertisements.	Yes	-	-	-
ANNUAL COST	\$2,500	\$1,500	\$800	\$400

If you have any queries regarding any sponsorship packages please do not hesitate to contact myself on the below details. In finishing, I would like to extend my sincere thanks for taking the time to read our sponsorship proposal and wish your family and business health and prosperity during these challenging times.

Regards,

Justin Hancock
 President
 Normanton Bowls Club

P.O. Box 63
 Normanton Qld 4890

Email:
 normantonbowlsclub@outlook.com

Phone:
 07 4745 1614

BUSINESS PAPERS

10.6 PENSIONER HOUSING POLICY

Attachments:	10.6.1. Pensioner Housing Policy - POL_E_CSC_005 ↓
Author:	Cherie Schafer - Manager Economic & Community Development
Date:	10 June 2020
Key Outcome:	2.4 - A connected and inclusive community
Key Strategy:	2.4.1 Build social capital through provision of accessible community infrastructure and programs.

Executive Summary:

Council places a high priority on the health and well-being of the residents located in the communities that it serves and recognises the importance of providing public infrastructure and programs that meet the community's needs. Once such community program is the provision of pensioner housing, which has been operating by Council for a number of years.

The Pensioner Housing Policy provides the guidelines by which Council will consider applicants for housing and the general requirements expected of approved tenants. In conjunction with this policy, the processes and procedures undertaken by Council in the Pensioner Housing Program conforms with all applicable residential tenancy legislation and guidelines.

The Pensioner Housing Policy has been reviewed by Senior Management and is presented to Council for adoption.

RECOMMENDATION:

That Council adopts the Pensioner Housing Policy as presented.

Background:

The key changes or amendments included in the review of the Pensioner Housing Policy are as follows:

Section	Description	
Rent Page 4	Previous Wording	No bond is payable by aged pensioners however other tenants, granted dispensation by Council to occupy pensioner housing, may be charged a bond equivalent to up to four weeks rent.
	Revised Wording	<p>In line with standard residential tenancy agreements, a bond, the equivalent of 4 weeks rent, will be due and payable at the commencement of the tenancy.</p> <p>Regardless of any rent increases during the life of the tenancy, the bond will not vary from the amount paid at the commencement of the tenancy.</p> <p>This bond will be refundable at the expiration of the tenancy subject to the satisfactory condition of the premises.</p>

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Section	Description	
	Reason	Aligns the bond requirements for pensioners with standard tenancy arrangements. Also protects, to some degree, financial loss to Council and ratepayers should there be rectification work required at the end of the tenancy.
Potential Residents Page 4	Previous Wording	<p>This section was previously title -: Waiting List and stated:</p> <p>Council will establish and maintain a waiting list of persons seeking pensioner housing. Applicants will be prioritised on the waiting list according to the criteria contained within this Policy.</p> <p>All applicants on the waiting list will be considered by Council when a vacancy arises. Council will also advertise any vacancy publicly through its website and/or public notices.</p> <p>An applicant on the waiting list who refuses an offer of housing may have their order of priority on the waiting list reduced. be placed at the bottom of the list.</p> <p>Applicants may apply for a specific town – Normanton or Karumba. An applicant will not be disadvantaged if they refuse the offer of a house at a town for which they have not applied.</p>
	Revised Wording	<p>The contact details of any persons who have expressed an interest to Council for pensioner housing will be retained and those persons will be contacted when a vacancy arises.</p> <p>However, this does not afford any priority to those persons as all vacancies will be publicly advertised and the most eligible applicant at that time will be offered the tenancy of the vacant housing. Regardless whether those applicants have previously approached Council or not.</p> <p>All applications for pensioner housing will be assessed on the eligibility criteria established in this policy.</p>
	Reason	<p>To ensure that Council's application and assessment process is fair and objective, it publicly advertises all pensioner housing vacancies enabling all potential residents to apply. After a due diligence assessment of all applications, the most eligible applicant will then be offered the residency.</p> <p>The previous wording in the policy indicated that priority would be afforded to people on the waiting list and this is contrary to an open, transparent and accountable application assessment process.</p>

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Section	Description	
General Tenancy Obligations Page 5	Previous Wording	The opening paragraph stated: All approved tenants for Council managed pensioner housing are required to respect and abide by the following general tenancy requirements.
	Revised Wording	As a managed accommodation provider, Council has a statutory obligation to comply with all residential tenancy legislation and guidelines ensuring that its practices are always fair and reasonable. Should a circumstance or event arise, where Council has little or no experience, reference will be made to the Residential Tenancy Authority for guidance on the correct procedure to follow. Simultaneously, all approved tenants for Council managed pensioner housing are required to respect and abide by the following general tenancy requirements.
	Reason	To include Council's obligation as the managed accommodation provider therefore reducing the inference that all the tenancy obligations rested with the tenants.

Consultation (Internal/External):

- Senior Management have reviewed the policy prior to presentation to Council.

Legal Implications:

- Council does not have a statutory obligation to provide a Pensioner Housing Program however all aspects of this program comply with necessary residential tenancy legislation and guidelines.

Financial and Resource Implications:

- The Pensioner Housing Program provided by Council has been in operation for a number of years and all financial and resource requirements are factored into Council's annual budget.

Risk Management Implications:

- Potential risks identified have been mitigated/reduced with the amended wording changes as outlined in this report.



Pensioner Housing Policy

Policy Details

Policy Category	Council Policy
Date Adopted	17 June 2020
Endorsed by	Chief Executive Officer
Approval Authority	Council
Effective Date	17 June 2020
Policy Version Number	5
Policy Owner	Manager Economic and Community Development
Contact Officer	Cherie Schafer
Review Date	3 years from date of adoption

Supporting documentation

Legislation	<ul style="list-style-type: none">Local Government Act 2009Local Government Regulation 2012Residential Tenancies and Rooming Accommodation Act 2008
Policies	<ul style="list-style-type: none">Nil
Delegations	<ul style="list-style-type: none">Nil
Forms	<ul style="list-style-type: none">Nil
Supporting Documents	<ul style="list-style-type: none">Residential Tenancy Agreements

Version History:

Version	Adopted	Comment	eDRMS #
4	9/12/2015	Council Resolution 1215/012	
5		Council Resolution	



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Intent

The purpose of this policy is to provide clear guidelines on eligibility for and management of pensioner housing.

Scope

This policy applies to all pensioner housing owned or managed by Council.

Policy Statement

Although there is no legislative requirement for Council to provide pensioner housing, Council recognises and is committed to providing this essential service to the community. This policy provides the guidelines by which Council will consider applicants for housing and the general requirements expected of approved tenants.

Eligibility Criteria

In determining eligibility for applicants to obtain pensioner housing, Council will generally give consideration to the following criteria:

- The provision of pensioner housing will generally be limited to aged pensioners, who are in receipt of either full or part age pension.
- Other persons approved by Council to occupy pensioner housing must not be deriving an income that is greater than the full aged pension.
- Applicants must be a Carpentaria Shire resident and have been so continuously for at least the last five (5) years. Evidence to substantiate residency must be produced to the satisfaction of Council.
- People applying for pensioner housing must list in their application all assets owned by them, either solely or in part, together with the current monetary value of these assets. Council will at its absolute discretion consider the value and type of assets when deciding eligibility. Council also reserves the right to undertake all reasonable steps to validate the information supplied, if it deems that necessary.
- Any person who owns their own home, in the Shire or elsewhere, is ineligible for pensioner housing.
- All applicants must state their current living arrangements when applying for pensioner housing. Council will at its absolute discretion consider the suitability of current living arrangements when deciding eligibility.
- All applicants must provide proof of identity, to the satisfaction of Council, when applying for pensioner housing.
- All applicants must prove to Council's satisfaction that they have the ability to sustain a successful tenancy and Council will consider factors including but not limited to:
 - Capacity to pay rent in accordance with the terms of this policy;
 - Ability to adequately look after property and retain it in a neat and tidy condition;
 - Ability to live independently (with or without support);
 - Commitment to reside harmoniously with neighbours and other residents in close proximity;



- Reside in the property on an ongoing basis.
- All applicants and prospective tenants are subject to reference checks prior to the allocation of pensioner housing.
- Persons approved for pensioner housing will generally not have dependents living with them. Council may at its discretion approve living arrangements with dependents however any request must be submitted in writing and in advance to enable Council reasonable time to consider request prior to dependents taking up residency.
- Successful applicants may have their spouse, partner or carer reside with them however all such persons must be listed in their application form for housing.

Notwithstanding the above clauses, Council retains the right to provide special dispensation in relation to eligibility criteria. Special dispensation may only be granted by resolution of Council.

Council may also, by resolution, approve other persons to occupy Council's pensioner housing on a short, medium or long term basis.

Rent

It is Council's intention to provide affordable housing for aged pensioners with reasonable rent and wherever possible these rents will be at a level below current market rent.

Rent will be reviewed by Council annually and the fortnightly rental amount will be adopted by Council at its annual budget to be effective for that financial year. Rent is to be paid on a fortnightly in advance basis.

In line with standard residential tenancy agreements, a bond, the equivalent of 4 weeks rent, will be due and payable at the commencement of the tenancy. Regardless of any rent increases during the life of the tenancy, the bond will not vary from the amount paid at the commencement of the tenancy. This bond will be refundable at the expiration of the tenancy subject to the satisfactory condition of the premises.

Allocations of Housing and Vacancies

Pensioner housing will be allocated by resolution of Council.

Council may delegate the power to a committee of Council to make recommendations on the allocation of housing to Council.

To avoid any doubt, housing is not considered vacant or available for allocation in circumstances where one joint tenant no longer resides in the property for whatever reason. The remaining joint tenant has the continued right to occupy the house.

Potential Residents

The contact details of any persons who have expressed an interest to Council for pensioner housing will be retained and those persons will be contacted when a vacancy arises.

However, this does not afford any priority to those persons as all vacancies will be publicly advertised and the most eligible applicant at that time will be offered the tenancy of the vacant housing. Regardless whether those applicants have previously approached Council or not.

All applications for pensioner housing will be assessed on the eligibility criteria established in this policy.



General Tenancy Obligations

As a managed accommodation provider, Council has a statutory obligation to comply with all residential tenancy legislation and guidelines ensuring that its practices are always fair and reasonable. Should a circumstance or event arise, where Council has little or no experience, reference will be made to the Residential Tenancy Authority for guidance on the correct procedure to follow.

Simultaneously, all approved tenants for Council managed pensioner housing are required to respect and abide by the following general tenancy requirements.

- Tenants must comply with all relevant laws, including those related to water restrictions.
- Tenants must be in continuous occupation of pensioner housing unless Council approval is obtained for exceptional circumstances.
- Tenants must immediately notify Council in writing of any changes in circumstances that may affect their eligibility for pensioner housing.
- Tenants may modify the premises or add fixtures, such as television antennas or satellite dishes or small garden sheds, at their own cost with the prior written approval of Council. All works must be completed in a professional and workmanlike manner to the satisfaction of Council.
- The tenant is responsible for all charges for all utilities, including electricity, excess water, gas and telephone.
- Tenants are permitted to have pets in pensioner housing with the prior written approval of Council.
- Council may require a tenant to remove a pet from pensioner housing at Council's absolute discretion. Reasons for the requirement to remove a pet may include that the pet is causing a nuisance, is not being kept to acceptable standards, or is causing fear or damage to neighbouring tenants or their property.
- No smoking is permitted by any person inside pensioner housing. The tenant will be responsible for the costs of cleaning where smoking has occurred inside premises.
- Any keys or locks damaged, lost, misplaced or stolen will be replaced by Council at the tenant's cost. The cost will be evidenced by a certificate signed by the Chief Executive Officer and is recoverable as a debt.
- All housing must be maintained in a neat and presentable manner and generally Council will undertake property inspections on a three monthly basis.
- Council will undertake reasonable maintenance in yards on an annual basis.

Adopted by Council "Date" by Resolution "Number"

Mark Crawley
Chief Executive Officer

BUSINESS PAPERS

11 REPORTS FROM DIRECTOR OF ENGINEERING - ROADS & SERVICES

11.1 DOE REPORT

Attachments: NIL

Author: Michael Wanrooy - Director of Engineering

Date: 11 June 2020

Key Outcome: 5.1 - Integrated and timely provision and management of sustainable infrastructure and assets

Key Strategy: 5.1.3 Plan and implement urban improvement works which enhance local character and identify, conserve and improve the region's streetscapes and provide iconic parkland.

Executive Summary:

This report provides information and updates to Council on various activities and programs that are facilitated within the Director Engineering's portfolio.

RECOMMENDATION:

That Council:

1. receive the Director of Engineering Report; and
2. that those matters not covered by resolution be noted.

1. Actions Arising from Previous Meetings

Reference	Action	Status
A0318-18	<p>Liaise with TMR to obtain approval to install a pedestrian crossing on Landsborough Street in the vicinity of the Stop Shop</p> <ul style="list-style-type: none"> ➤ Council has provided TMR concept plans and estimates for the pedestrian crossing through the Safer Roads Sooner project. Council also provided TMR costings and concept plans for the round-a-bout at the intersection of Brodie and Landsborough St. 	In Progress
1/11/2018	<p>Relocate and extend tie-downs to northern side of a aircraft parking area.</p> <ul style="list-style-type: none"> ➤ Work to start 16th June and completed within a few days 	In Progress
1/11/2018	<p>Investigate and prepare a report including scope of works and estimate of costs to reinstate the grid on the Old Croydon Road for Councils consideration.</p> <ul style="list-style-type: none"> ➤ Put in budget June 2020 - 2021 	Not Started
April 19	<p>Assess the possibility of closing this road area and creating a playground/park in this area. (Barnett St – Full Closure)</p>	Not Started

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Reference	Action	Status
Sept 19	Cr Bawden requested that the Director of Engineering arrange for an audit to be undertaken on all Council Buildings and Footpaths, with a strategy to be implemented to introduce disability access to these assets <ul style="list-style-type: none"> ➤ Completed, asked for funding for June 2020-2021 	In Progress
	Look at the line marking at Karumba business district <ul style="list-style-type: none"> ➤ Put in budget June 2020 – 2021 ➤ Council was successful with RAUP round 7 to fund 50% of the project 	In Progress

2. Miscellaneous Projects

- 2.1. Wayne Miller's crew are working on the Karumba Pipeline Road as gate keepers for the Flood damage works.
- 2.2. Terry Casey's RMPC crew are undertaking Surface Correction / Pavement Repairs all State Controlled Roads with Traffic Control.
- 2.3. Shelton Turner's Crew – Undertaking 15km TMR REPA work by stabilizing subgrade with top up gravel material, no powder. This work is 50% completed with 7km of the work done.
- 2.4. Gibson Charger – Completed emergent works on 89B.
- 2.5. RAUP Round 6 – The illuminated windsock lighting work, and painted linemarking to differentiate the RPT and GA apron will be completed by Friday 12th June. The tie down cables will be completed the following week. Materials for the cables have been ordered and are in Normanton.
- 2.6. Hatchery – The 10 diameter tank is being installed and should be completed by 12th June.

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Table: TMR Projects to date for 2020 – 2021

Projects	Value	Progress
89B TMR 2020 DRFA Emergent Works	\$ 200,000.00	Completed
89B TMR 2019 Special DRFA REPA Works	\$ 975,000.00	50%
89B TMR 2019 DRFA Betterment Works	\$ 4,560,000.00	
2019 TMR DRFA REPA Works on 84A, 89A, and 89B	\$ 1,761,000.00	20%
Grid Replacement at the Flinders River 89A	\$ 85,000.00	95%
2020-2021 RMPC	\$ 1,965,000.00	
Additional Weed Herbicide Variation	\$ 20,000.00	
ATSI TIDS - Dunbar Creek - New Causeway and approach on the Kowanyama Road	\$ 925,000.00	
TMR Contribution to 2020-2021 TIDS on the Normanton Burketown Road	\$ 910,000.00	
92A Glenore 2019 DRFA repair - Still being approved by QRA -Will be offered as a variation by TMR		Chris Pyne from TMR is investigating the delays from their end
2020 DRFA REPA Works - Being prepared by TMR		
Total	\$ 11,401,000.00	

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Photo: Completed section of subgrade works on 89B.

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Photo: Linemarking the separation line between the RPT and GA apron.

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Photo: Betterment Work done at Little Bynoe.

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Photo: New 10m Diameter Tank being installed

3. Update on Shire Flood Damage Works

3.1. Colin Charger / McAllister Camp:

- Completing 2018 works on the 10 Mile Road.

3.2. Gibson Charger / Grader Camp:

- Completed TMR 2020 Emergent works on 89B.

3.3. Ronnie Kerr / 7 Mile Camp:

- 2019 Restoration works on the Normanton Burketown Road pulling out of M Creek Pit.

3.4. Gavin Dellacore / Pioneer Camp:

- 2019 Restoration Works on Trenton Road.

3.5. Dave Atu / Wondoola Camp:

- 2019 Restoration Works Wondoola By Pass Road

3.6. Brenton Murray / Alexandria Camp

- 2019 Restoration Works Augustus to Leichhardt Road

3.7. Karl Pickering / Stirling Camp:

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- 2019 Restoration Lotusvale to Stirling Road

4. Trades Report

- 4.1. 38 Woodward Street: 70% complete undertaking maintenance repairs.
- 4.2. Ran new electrical wiring at the water treatment plant and trade shed.
- 4.3. Standard housing, electrical and plumbing maintenance.
- 4.4. Fitted new water metres at new Bynoe units near Traders and repaired watermains in Karumba.
- 4.5. Completed 3x3 shed for local law officer in Karumba to store his equipment.
- 4.6. 12 Airport road – replaced rotten landing at front entrance.
- 4.7. Airport - repaired rotten fascia/bargeboard at awning of the terminal and removed tank and stand. Repaired tripping hazards at outside sitting area.
- 4.8. 23 Woodward Street – 100% complete
- 4.9. Trades Shed – 90% completed. Kane has completed the concrete foundation and erected shed.

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Photo: Trades Shed.

5. New Projects/Grant Applications

5.1. RAUP Round 7 Funding: Council was successful in receiving 50% funding to linemark the Normanton and Karumba Aerodrome.

- Normanton Aerodrome - \$17,500 Funded, \$17,500 Council contribution; and
- Karumba Aerodrome - \$12,500 Funded, \$12,500 Council contribution.

6. Reports

6.1. Nil

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11.2 ALTERNATIVE OPTION - DUNBAR KOWANYAMA MATERIAL TENDER

Attachments:	NIL
Author:	Michael Wanrooy - Director of Engineering
Date:	11 June 2020
Key Outcome:	5.2 - A safe and sustainable road network
Key Strategy:	5.2.1 Plan and deliver a safe, sustainable and efficient road network.

Executive Summary:

Council has prepared an alternative option to deliver pavement material on the Dunbar Kowanyama Road.

RECOMMENDATION:

That Council:

1. not accept any tenderers from the Supply and Delivery of Type 2.3 Gravel to Kowanyama Road tender - RFT 20-0511; and
2. to approve the alternative option to deliver the gravel under current contractor arrangements and new materials tender to be managed by Council Officers.

Background:

Council has put out a Tender for the Supply and delivery of Type 2.3 Gravel to the Dunbar Kowanyama Road (Tender No. RFT 20-0511). The tender closed 19 May 2020 and is included for approval in the June 2020 Council meeting.

This is an alternative option to deliver pavement material to the Dunbar Kowanyama Road instead of Tender RFT 20-0511. Council has the resources to procure and deliver materials to site from various quarries as per our current wet hire plant tender and new material supplies tender (expected to be approved this meeting). This alternative option will provide continuing business opportunities within the community. Our estimates show that Council can deliver the works through the alternative option at lower costs than those supplied by Tender RFT 20-0511. A cost comparison estimate will be brought to the Council meeting.

Consultation (Internal/External):

- Chief Executive Officer - Mark Crawley
- Works Coordinator - Michael Sceresini

Legal Implications:

- Nil

Financial and Resource Implications:

- QRA Funded

Risk Management Implications:

- Delivery times of materials may be impacted due to other work commitments
-

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11.3 NDRRA/QDRF REPORT

Attachments: 11.3.1. Appendix A - QRA18 Expenditure Summary [↓](#)
11.3.2. Appendix B - QRA18 Completion Sketch [↓](#)
11.3.3. Appendix C - QRA19 Expenditure Summary [↓](#)
11.3.4. Appendix D - QRA19 Completion Sketch [↓](#)
11.3.5. Appendix E - Betterment Projects [↓](#)

Author: John Martin - Consultant Engineering

Date: 10 June 2020

Key Outcome: 5.2 - A safe and sustainable road network

Key Strategy: 5.2.1 Plan and deliver a safe, sustainable and efficient road network.

Executive Summary:

QRA18 REPA is currently 98% complete with only minor roads remaining to be constructed prior to the June 30, 2020 deadline. Two (2) crews will be finalising the remaining work prior to the deadline.

QRA19 REPA submissions 1-6 have all been approved with a total RV in excess of \$66 million. Project specific tenders for Dunbar - Kowanyama Road Gravel and civil construction materials have closed and been assessed in a separate report for Council comment.

QRA20 has been activated for CDO, EW and REPA. Damage assessments are complete throughout the Shire with two submissions (southern roads) submitted to QRA.

QRA have approved eight (8) betterment projects.

Road construction is considered an essential service. Construction of the QRA18 and QRA19 projects has commenced and COVID-19 advice from the State and Federal Government will be monitored closely to ensure all camps meet the requirements. Delays to the construction program are expected.

RECOMMENDATION:

That Council:

1. accepts the NDRRA/QDRF Report as presented; and
2. that those matters not covered by resolution be noted.

Background:

2018 QRA Restoration

1. The QRA18 REPA Program (\$13.8million construction value) is approximately 98% complete and has a forecast final construction cost of \$21.4million. Refer Appendix A and B.
2. Recent benchmarking (based on the 2018 construction season) confirmed the actual construction costs are approximately 40% higher than the RV rates. Updated

BUSINESS PAPERS

benchmarking rates have been approved for the QRA19 program of works and the variance for the QRA18 project will be finalised during the close out process.

3. Construction recommenced in late April with Normanton Gun Club Access and Wernadinga Access reaching practical completion. Karumba Pipeline Road and Warrenvale access will commence construction in the second week of June.
4. The remaining roads to be constructed prior to June 30 are Karumba Pipeline, Ten Mile, Warrenvale Access, Glenore Pump Station Access, Rutland Plains Access and Sawtell Access for a total construction RV of approximately \$450K.
5. There is a low risk that if significant COVID-19 restrictions are implemented by the State or Federal Government, construction may not be completed by the June 30 deadline. Further advice from the State and Federal Government will be monitored closely. Construction of QRA18 roads are being prioritised to minimise this risk.

2019 QRA Event

1. Six (6) QRA19 REPA submissions have been approved with a total RV of approx. \$66.9million (30% prepayment paid to Council).
2. Construction commenced in late April with four (4) crews currently working on QRA19 projects. The project is currently 20% complete with a forecast final construction cost of \$57.2million. Refer Appendix C and D for construction progress.
3. Local contractors are having difficulties finding operators due to COVID-19 travel restrictions. Many operators from surrounding districts have now relocated for the construction season. QRA have been advised that time delays and additional costs are to be expected due to COVID-19.
4. An extension of time has been submitted to QRA to compensate for the reduction in available resources and travel restrictions which were in place.
5. QRA has approved the following eight (8) betterment projects:
 - Normanton to Burketown Pavement Improvements and Sealing CH37.458 – 43.185 – Project RV \$3.1million, Construction value \$2.5million.
 - Normanton to Burketown Pavement Improvements and Sealing CH53.218 – 55.742 – Project RV \$0.96million, Construction value \$0.76million.
 - Burke and Wills Monument Road pavement improvements (\$138,000).
 - Little Bynoe Northern Approach works (\$346,000 - 50% complete).
 - Critters Camp Communication (\$150,150 – 100% complete).
 - Monsoon Trough Flood Impact Study (\$60,000).

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- Desludging of the Normanton Sewerage Lagoon (\$734,508).
 - Glenore Weir Scouring Rectification (\$66,487).
6. The tender for supply and delivery of 47,000m³ of Type 2.3 gravel for Dunbar to Kowanyama Road has closed. Six (6) tenders were received and have been assessed in a separate report for Council review.
 7. The tender for supply of civil construction materials has closed. Six (6) tenders were received and have been assessed in a separate report for Council review.
 8. As of 31 May, four (4) NCRs have been issued to contractors for breaches of the 2020 Plant Hire contract.
 9. QRA have met with Council officers and ERSCON to review Council plant eligibility rates. Ineligible costs have reduced from 27% to 0%.

2020 QRA Event

1. Due to significant rainfall and flooding from the Queensland Monsoonal Flooding event (23 January to 3 February 2020), Carpentaria Shire has been “activated” for Counter Disaster Operations (CDO), Emergency Works (EW) and Reconstruction of Essential Public Assets (REPA).
2. All damage assessments are completed with the first two (2) submissions for Southern roads submitted to QRA. A date for an “in-field” assessment is being organised to progress the approval of these submissions. The remaining two submissions (Northern Roads) will be submitted in the upcoming weeks.
3. Emergency work on all Shire roads has been completed. Approximately \$286k has been expended and is currently being acquitted.
4. A CDO claim (\$3,600) for search and rescue operations has been submitted to QRA for reimbursement and has received preliminary approval. Additional costs for a medicine drop are currently being acquitted through a separate CDO claim.
5. Projects are currently being developed for the 2019/20 Queensland Disaster Resilience Fund (QDRF) – refer Appendix E for a full list of projects. QDRF submissions have been put on hold by QRA as some Councils do not have the resources at the moment to develop projects. No opening date for submissions has been specified.
6. QRA have met with Council officers and ERSCON to review benchmarking rates for the 2020 project.

Consultation (Internal/External):

- Chief Executive Officer – Mark Crawley

BUSINESS PAPERS

- Director of Engineering – Michael Wanrooy
- ERSCON Consulting Engineers – John Martin and Nick Lennon

Legal Implications:

- Nil.

Financial and Resource Implications:

- QRA18 Trigger Point contribution - \$29,085
- QRA18 10% Council contribution to day labour - \$178,362.70
- QRA19 Trigger Point contribution - \$32,408
- QRA19 10% Council contribution to day labour - \$54,293.33
- QRA20 Trigger Point contribution - \$29,363

Risk Management Implications:

- Low – QRA18 – Further restrictions implemented by the State or Federal Government due to COVID-19 may significantly impact Councils ability to deliver the project by the 30 June 2020 deadline. QRA18 roads are being prioritised for construction to minimise the risk.
- Moderate – QRA19 – Large scope of work to be completed prior to the June 30, 2021 deadline. Productivity to be maintained throughout the construction season. An extension of time has been submitted to QRA due to the COVID-19 travel restrictions implemented.
- Low – QRA20 – Submissions currently being prepared, not expected to be approved for construction until late 2020 or early 2021.

CARPENTARIA SHIRE COUNCIL
SUMMARY OF QRA18 EXPENDITURE

CURRENT
Project Completed

31/05/2020
98.0%

Forecast Project Expenditure to RV Ratio

1.61



Submission 1 - CSC.50.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Glencoe to Miranda Downs Road	\$ 2,050,012.00	\$ 3,252,631.48	100%	1.59	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season. Project has been closed out and audited by QRA.
TOTAL	\$ 2,050,012.00	\$ 3,252,631.48			

*Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

Submission 2 - CSC.56.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Inkerman Road	\$ 710,886.00	\$ 782,046.95	100%	1.10	
Dinah Island Access	\$ 610,025.00	\$	0%	1.00	
Pormpuraaw Road	\$ 119,540.00	\$ 237.51	0%	1.00	
TOTAL	\$ 1,440,451.00	\$ 782,284.46			

Submission 3 - CSC.58.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Clarville Road	\$ 685,291.00	\$ 741,689.74	100%	1.08	
Glencore Access (Surveyors)	\$ 19,435.00	\$ 35,359.74	100%	1.82	Ratio not representative due to small scope of work.
Broadwater to Ilflay Road	\$ 1,212,620.00	\$ 2,035,993.86	100%	1.68	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Wondoola Access	\$ 121,803.00	\$ 89,215.07	100%	0.73	Overlapping costs with Wondoola Bypass.
Wondoola Bypass Road	\$ 280,235.00	\$ 329,749.51	100%	1.18	Overlapping Costs with Wondoola Access.
Ilflay Road	\$ 395,235.00	\$ 810,987.71	100%	2.05	Approved rates for construction too low. Inconsistent works increased costs due to multiple establishments/disestablishments. Variation to rates has been approved for QRA19 construction season.
TOTAL	\$ 2,714,619.00	\$ 4,042,995.63			

Submission 4 - CSC.54.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Augustus Downs Access	\$ 8,599.00	\$ 4,258.27	100%	0.50	Ratio not representative due to small scope of work.
Cowan Downs Access	\$ 132,798.00	\$ 92,598.61	100%	0.70	Mobilisation costs shared with adjacent Donors Hill Access.
Donors Hill Access	\$ 85,624.00	\$ 156,638.11	100%	1.83	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Donors Hill to Augustus Downs Road	\$ 354,839.00	\$ 837,668.16	100%	2.36	Constructed simultaneously with 2017 works with overlapping costs booked to this job. Issues with access to water. Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Lorraine Access	\$ 46,397.00	\$ 65,140.36	100%	1.40	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Nardoo to Leichardt Road	\$ 17,953.00	\$ 31,187.92	100%	1.74	Ratio not representative due to small scope of work.
Neumayer Valley Access	\$ 69,445.00	\$ 96,739.05	100%	1.39	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Inverleigh Access	\$ 13,694.00	\$ 11,022.00	100%	0.80	Overlapping mobilisation costs with Normanton to Burketown Road.
Kelwood Access	\$ 201,164.00	\$ 181,029.80	100%	0.90	Cost savings from proximity to Normanton.
McAllister Road	\$ 472,115.00	\$ 1,167,837.27	100%	2.47	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Normanton Gun Club Access	\$ 33,061.00	\$ 38,326.62	100%	1.16	Recently finished construction. Additional accrued costs expected.
Wernadanga Access	\$ 10,707.00	\$ 18,047.10	100%	1.69	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Karumba Pipeline Service Access	\$ 84,974.00	\$ 50,632.52	0%	1.00	
Ten Mile Road	\$ 491,052.00	\$ 491,197.84	63%	1.60	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Warrenvale Access	\$ 15,685.00	\$ 804.39	0%	1.00	
TOTAL	\$ 2,038,107.00	\$ 3,243,108.12			

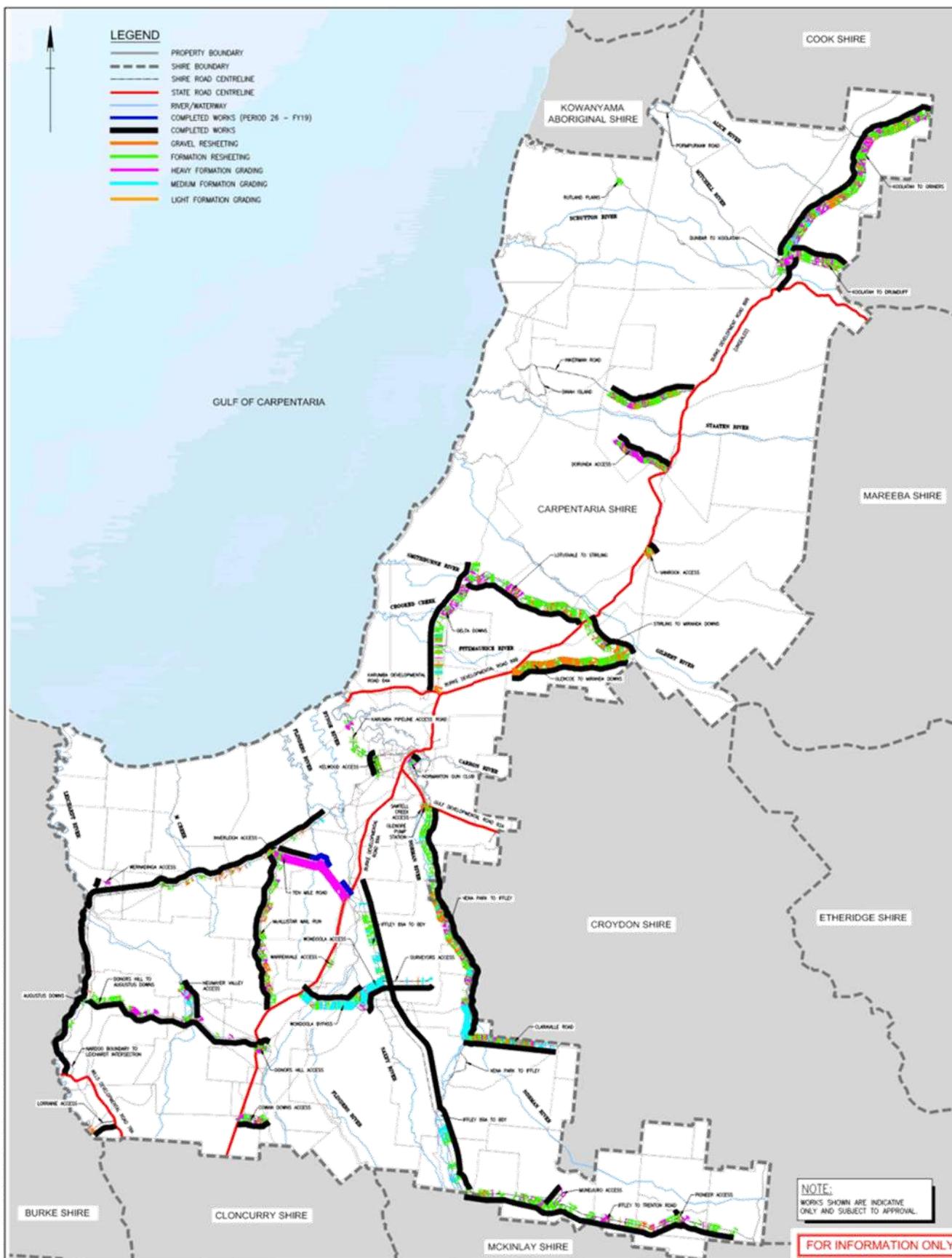
Submission 5 - CSC.52.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dorunda Access	\$ 584,653.00	\$ 841,734.61	100%	1.44	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Vanrook Access	\$ 122,744.00	\$ 179,263.68	100%	1.46	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
TOTAL	\$ 707,397.00	\$ 1,020,998.29			

Submission 6 - CSC.55.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Normanton to Burketown Road	\$ 600,885.00	\$ 1,972,291.93	100%	3.28	QRA19 works completed late in 2019 incorrectly booked to this job. Costs will be transferred to correct job and align expenditure closer to RV.
TOTAL	\$ 600,885.00	\$ 1,972,291.93			

Submission 8 - CSC.59.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Ifley to Trenton Road	\$ 604,195.00	\$ 892,819.56	100%	1.48	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Mundjuro Access	\$ 35,479.00	\$ 24,991.46	100%	0.70	Mobilisation and camp costs shared with adjacent Ifley - Trenton Road.
Pioneer Access	\$ 16,622.00	\$ 14,480.74	100%	0.87	Mobilisation and camp costs shared with adjacent Ifley - Trenton Road.
TOTAL	\$ 656,296.00	\$ 932,292.16			

Submission 9 - CSC.62.19					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolalah to Dixie Road	\$ 1,627,301.00	\$ 2,458,741.97	100%	1.51	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Dunbar to Koolalah Road	\$ 110,343.00	\$ 164,087.82	100%	1.49	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Koolalah to Drumduff Road	\$ 310,953.00	\$ 516,119.72	100%	1.66	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Stirling to Miranda Downs Road	\$ 240,727.00	\$ 520,886.40	100%	2.16	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Delta Downs Road	\$ 571,992.00	\$ 1,168,992.41	100%	2.04	Long gravel haul from Lilyvale Pit. Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Lotusvale to Stirling Road	\$ 777,306.00	\$ 1,369,403.10	100%	1.76	Approved rates for construction too low. Variation to rates has been approved for QRA19 construction season.
Rutland Plains Access	\$ 2,737.00	\$ -	0%	1.00	
TOTAL	\$ 3,641,359.00	\$ 6,198,231.42			

Submission 10 - CSC.60.18					
Road Name	Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Glenore Weir Road	\$ 11,372.00	\$ -	0%	1.00	
Sawtell Creek Access	\$ 6,640.00	\$ -	0%	1.00	
TOTAL	\$ 18,012.00	\$ -			



NO.	DATE	DESCRIPTION	DESIGN	APPROVED
14	08/06/20	REVISED FOR JUNE MEETING	MC	
13	12/05/20	REVISED FOR MAY MEETING	MC	
12	1/04/20	REVISED FOR APRIL MEETING	MC	
11	05/03/20	REVISED FOR MARCH MEETING	MC	
10	12/02/20	REVISED FOR FEBRUARY MEETING	BB	
1	06/02/19	INITIAL ISSUE		

		CLIENT CARPENTARIA SHIRE	DRAWN BY BB	APPROVED BY BB	PROJECT NO. 101-018-SK700
		DATE 17/06/2020	PROJECT NAME CARPENTARIA SHIRE COUNCIL ROADS 2019 CONSTRUCTION SEASON 2018 NDRRA REMAINING WORKS	SHEET NO. A1	TOTAL SHEETS 14

CARPENTARIA SHIRE COUNCIL
 SUMMARY OF QRA19 EXPENDITURE

CURRENT 31/05/2020
 Project Completed 20.0%
 Forecast Project Expenditure to RV Ratio 0.90



Submission 1 - CSC.0004.1819.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Iffley Road	\$ 7,965,253.97	\$ 3,845,654.13	52%	0.94	
Normanton to Burketown Road	\$ 8,345,264.72	\$ 3,123,679.97	33%	1.13	
Donors Hill to Augustus Downs Road	\$ 1,235,778.13	\$ 32,545.25	0%	1.00	
Dunbar Koolatah Road	\$ 40,500.00	\$ 23,200.91	65%	0.88	Costs incurred to order flood camera parts, camera not yet installed.
TOTAL	\$ 17,586,796.82	\$ 7,024,880.26			

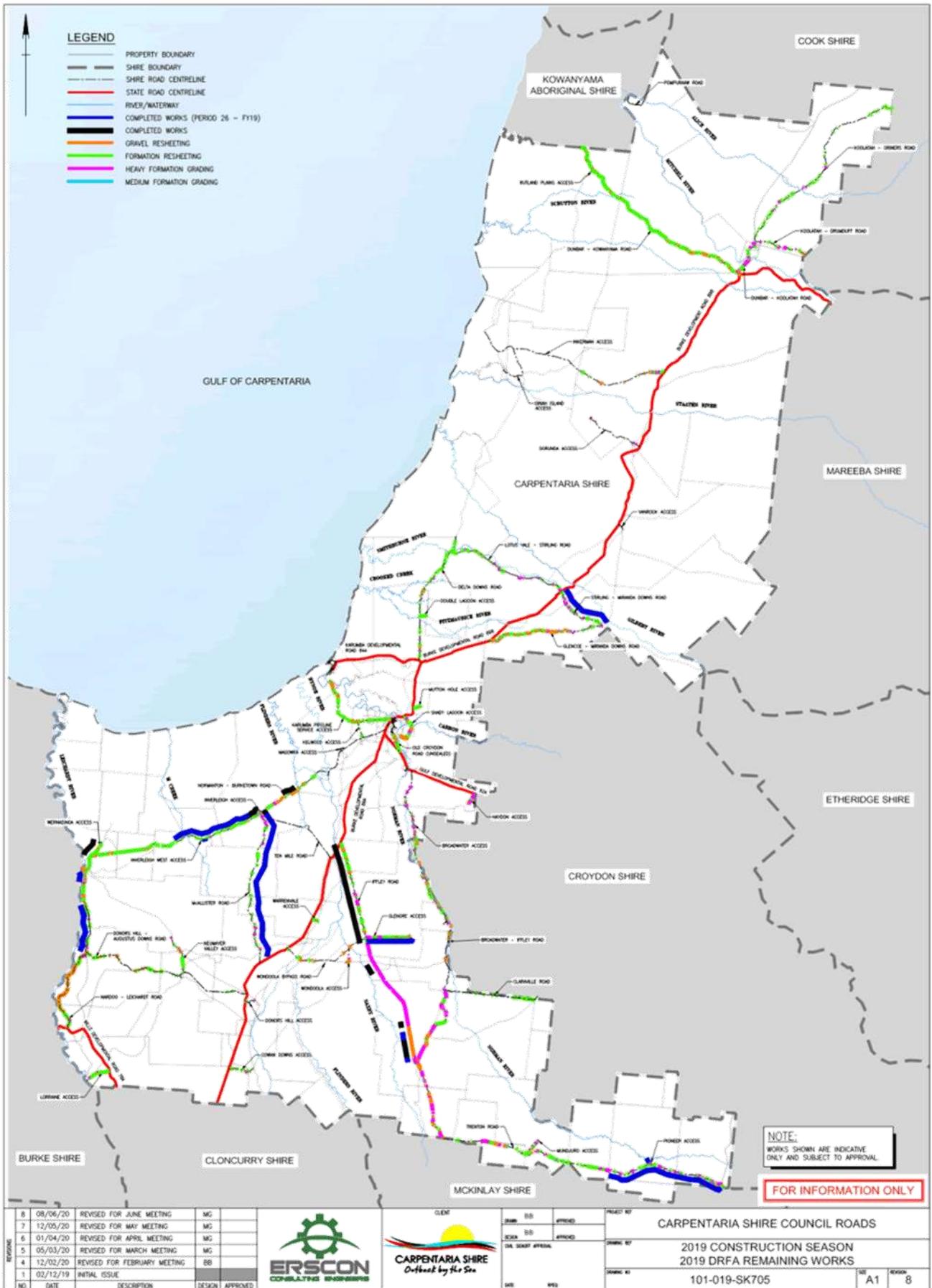
*Expected expenditure ratio is the ratio of final expenditure divided by the recommended value. (i.e. 1.5 is 50% over budget, 0.8 is 20% under budget)

Submission 2 - CSC.0010.1819.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Dunbar to Kowanyama Road	\$ 5,772,450.47	\$ -	0%	1.00	
TOTAL	\$ 5,772,450.47	\$ -			

Submission 3 - CSC.0009.1819.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Koolatah to Diele Road	\$ 1,017,829.19	\$ 5,111.29	0%	1.00	
Trenton Road	\$ 1,087,067.71	\$ 484,089.39	39%	0.40	Accrued costs processing. Currently being constructed.
Nardoo to Leichardt Road	\$ 5,457,880.01	\$ 185,370.69	8%	0.44	Accrued costs processing. Currently being constructed.
TOTAL	\$ 9,562,776.91	\$ 674,791.37			

Submission 4 CSC.0015.1819.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Delta Downs Road	\$ 1,234,193.09	\$ 58,378.75	0%	1.00	
Dorunda Access	\$ 61,616.91	\$ -	0%	1.00	
Double Lagoon Access	\$ 152,160.02	\$ -	0%	1.00	
Dunbar to Koolatah	\$ 621,349.80	\$ -	0%	1.00	
Glencoe to Miranda Downs	\$ 2,336,152.96	\$ 5,875.94	0%	1.00	
Inkerman Access	\$ 575,844.83	\$ -	0%	1.00	
Koolatah to Drumduff	\$ 400,021.44	\$ 997.67	0%	1.00	
Lotusvale to Stirling	\$ 886,520.02	\$ 8,141.95	0%	1.00	
Mutton Hole Access	\$ 197,093.65	\$ -	0%	1.00	
Rutland Plains Access	\$ 62,784.92	\$ -	0%	1.00	
Shady Lagoon Access	\$ 706,726.20	\$ -	0%	1.00	
Stirling to Miranda Downs	\$ 714,067.74	\$ 386,858.59	100%	0.54	Accrued costs processing. Recently finished construction.
TOTAL	\$ 7,949,231.58	\$ 460,252.90			

Submission 5 CSC.0019.1819.REC					
Road Name	Construction Recommended Value	Expenditure	Complete (%)	Expected Expenditure Ratio	Notes
Broadwater to Iffley	\$ 3,317,186.59	\$ -	0%	1.00	
Broadwater Access	\$ 7,458.24	\$ -	0%	1.00	
Clarville	\$ 631,331.54	\$ -	0%	1.00	
Cowan Downs Access	\$ 192,966.61	\$ -	0%	1.00	
Donors Hill Access	\$ 72,667.33	\$ -	0%	1.00	
Glenore Access	\$ 909,509.81	\$ 833,366.95	96%	0.88	Accrued costs processing. Currently being constructed.
Haydon Access	\$ 195,907.01	\$ -	0%	1.00	
Inverleigh Access	\$ 5,671.11	\$ -	0%	1.00	
Inverleigh Access (Secondary)	\$ 6,592.06	\$ -	0%	1.00	
Inverleigh West Access	\$ 26,659.05	\$ -	100%	0.00	
KBA Pipeline Service Access	\$ 1,631,989.21	\$ 136,134.04	0%	1.00	Costs incurred for pushing up gravel at Lilyvale Pit.
Kelwood Access	\$ 63,632.75	\$ -	0%	1.00	
Lorraine Access	\$ 603,515.79	\$ -	0%	1.00	
McAllister	\$ 917,701.37	\$ 427,929.86	100%	0.47	Accrued costs processing. Recently finished construction.
Mundjuro Access	\$ 249,585.23	\$ -	0%	1.00	
Neumayer Valley Access	\$ 346,224.08	\$ -	0%	1.00	
Old Croydon (Unsealed)	\$ 407,664.35	\$ -	0%	1.00	
Pioneer Access	\$ 43,036.66	\$ 151.87	100%	0.00	
Warrenvale Access	\$ 155,485.20	\$ -	0%	1.00	
Wernadinga Access	\$ 358,899.18	\$ 166,438.39	100%	0.46	Accrued costs processing. Recently finished construction.
Wondoola Access	\$ 224,681.17	\$ 18,191.50	0%	1.00	
Wondoola Bypass	\$ 364,937.20	\$ -	0%	1.00	
TOTAL	\$ 10,733,401.54	\$ 1,082,212.61			



NOTE:
 WORKS SHOWN ARE INDICATIVE
 ONLY AND SUBJECT TO APPROVAL.

FOR INFORMATION ONLY

NO.	DATE	DESCRIPTION	DESIGN	APPROVED
8	08/06/20	REVISED FOR JUNE MEETING	MG	
7	12/05/20	REVISED FOR MAY MEETING	MG	
6	01/04/20	REVISED FOR APRIL MEETING	MG	
5	05/03/20	REVISED FOR MARCH MEETING	MG	
4	12/02/20	REVISED FOR FEBRUARY MEETING	EB	
1	02/12/19	INITIAL ISSUE		



CLIENT		PROJECT REF	
NAME: DR	ADDRESS:	CARPENTARIA SHIRE COUNCIL ROADS	
DATE: 01/02/20	BY: DR	2019 CONSTRUCTION SEASON	
DRAWN BY		2019 DRFA REMAINING WORKS	
DATE: 01/02/20		PROJECT NO:	101-019-SK705
DRAWN BY:		REV:	A1
DATE: 01/02/20		ISSUE NO:	8

2019/20 QDRF Projects						
Project Number	Project Location	Project Description	Start CH	End CH	Length	Price
P1	Normanton to Burketown	Magowra Creek Causeway	20.915	21.136	221	In Development
P2	Normanton to Burketown	Armstrong Creek Causeway	46.627	46.85	223	In Development
P3	Normanton to Burketown	Goat Creek Concrete Floodway	66.248	66.303	55	In Development
P3	Normanton to Burketown	Poingdestre Creek Floodway	83.187	83.249	62	In Development
P4	Normanton Town	Barge Channel Turnaround Area				\$ 550,000
P5	Koolatah to Dixie	Alice River Flood Gauge	30.3	30.3	1	\$ 70,000
P6	Iffley Road	Importing Gravel on Black Soil	42.281	44.981	2700	\$ 440,000
P7	Iffley Road and Donors Hill to Augustus	Bore Construction				In Development
P8	Various Locations	Update Flood Cameras				In Development
P9	Critters Camp	Toilet Block				In Development
P10	Normanton to Burketown	Reseal	0	1.366	1366	\$ 150,000
P11	Wondoola Bypass	Importing Gravel on Black Soil	0	28.161	17,513	\$ 1,500,000

BUSINESS PAPERS

11.4 WATER AND WASTE REPORT - MAY 2020

Attachments: NIL
Author: Ben Hill - Manager Water and Sewerage
Date: 11 June 2020

Key Outcome: 5.3 - A safe and sustainable water network
Key Strategy: 5.3.1 Plan, deliver and manage efficient and sustainable, high quality, water supply systems.

Executive Summary:

Normanton Water Treatment Plant (WTP), Karumba Sewage Treatment Plant (STP) and Normanton STP are operating effectively. The following items of interest are discussed in further detail within the report:

- Glenore Weir is currently at the approximate height of 3.19m AHD.
- Total treated water was 80.0ML for the month.
- A candidate has been selected for Karumba transfer station/sewage plant.
- The funded illegal dumping compliance officer will be advertised in June.
- Carpentaria are currently assisting Burke Shire Council with water sampling.
- A CCTV tower has been erected at Karumba Transfer Station.
- Several E-one pumps were replaced in Karumba during the month.

RECOMMENDATION:

That Council:

1. accepts the Water and Wastewater Report as presented for the period ending 31st May 2020; and
2. that those matters not covered by resolution be noted.

Background:

Glenore Weir

The river level at Glenore Weir was estimated to be 7.49m (AHD 3.19m) on the 31st of May 2020, a decrease of approximately 0.26m in the past month (see Figure 1). The Bureau of Meteorology recorded 12.8mm rainfall at Normanton Airport during the month.

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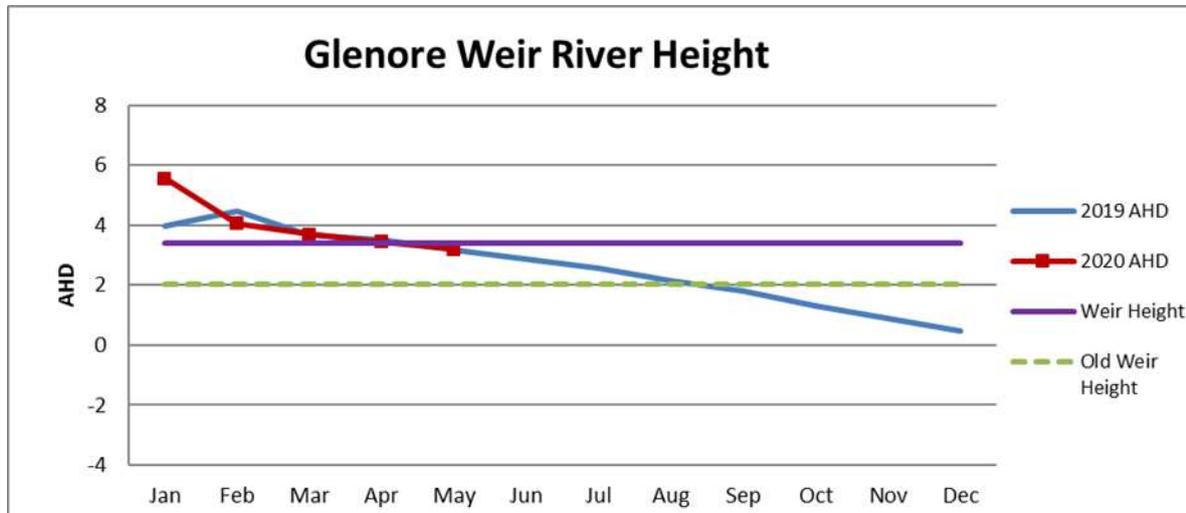


Figure 1: River height on last day of the month

Normanton Water Treatment Plant

For the month, 75.8ML was pumped from Glenore Weir and 4.2ML from the Normanton bore for a total of 80.0ML of raw water. As can be seen in Figure 2, water consumption has increased in comparison to the previous month but remains lower than the same period last year.

Normanton consumed 45.6ML (57.0%) and 28.0ML (32.6%) was pumped to Karumba, 5.2ML (6.5%) was used for backwashing and bulk water supply with the remaining 3.9% recorded to treatment losses.

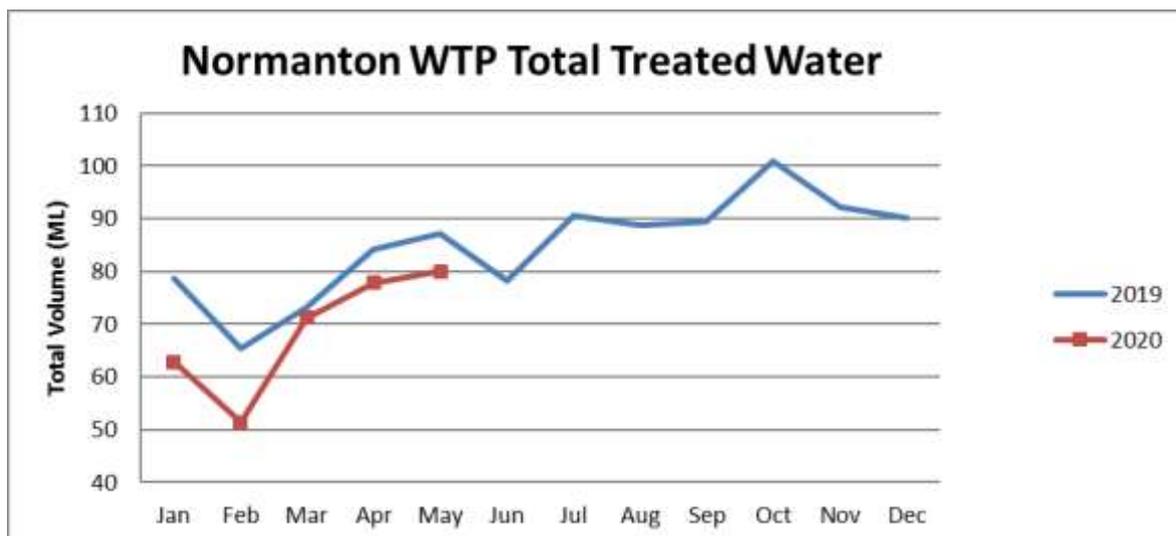


Figure 2: Total raw water treated

Maintenance and Upgrades

Contractors have been restricted due to COVID-19 and therefore haven't completed some of the scheduled works. In addition to the outlet control valves installed in April, a number of

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failed filter inlet and backwash valves were also installed. Underground pipes have been excavated at the treatment plant in order to better understand the existing infrastructure.

The old small ground reservoirs were entered and inspected and are most likely beyond any reasonable repairs. Each pipe was capped to ensure that treated water is not able to enter the reservoir to prevent wastage. Locations were marked so that the pipe can be dug up and disconnected at a later date which would allow the old reservoirs to be decommissioned or reused for alternate purposes.

Council have engaged Erscon to undertake end of year water meter readings between the 17th of June and 14th of July. As this is also the end of the billing period, meters will also be photographed and kept on file in case of any issues and for confirmation of start readings for the 2020/21 billing period. Erscon were selected as they were the most cost effective option for Council.

Normanton STP and Sewerage Reticulation Network

Normanton Sewerage Treatment Plant (STP) received an estimated 12.5ML (see Figure 3) of wastewater in May which was evaporated or used for irrigation.

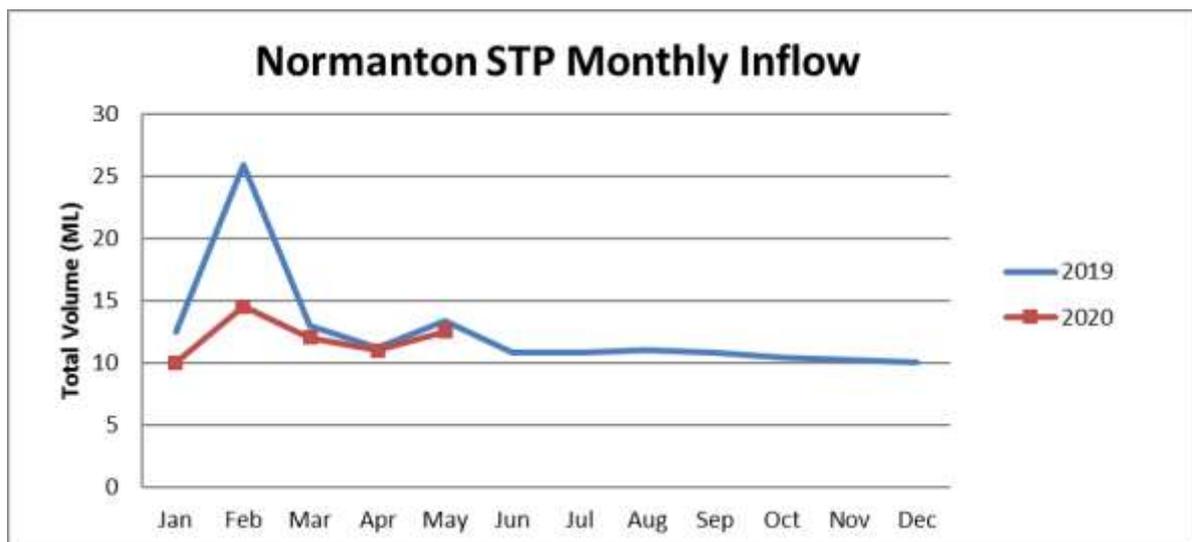


Figure 3: Total volume treated at Normanton STP

Maintenance and Upgrades

General maintenance tasks and repairs were carried out by operations staff members throughout the month. Repairs to the effluent irrigation pipework are being carried out and additional works are scheduled throughout June such as valve replacement and replacement of damaged irrigation flumes.

Council has received betterment funding from Queensland Reconstruction Authority to de-silt the sewage treatment lagoons, repair damaged infrastructure and erect an on site amenities building. Erscon are assisting Council with going out to tender for the de-silting component which will make up the bulk of the costs. The other smaller projects are being handled by Council have already commenced with local contractors starting on the amenities block.

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Karumba STP and Low Pressure Network

Karumba sewage treatment facility treated approximately 4ML (see Figure 4) for May.

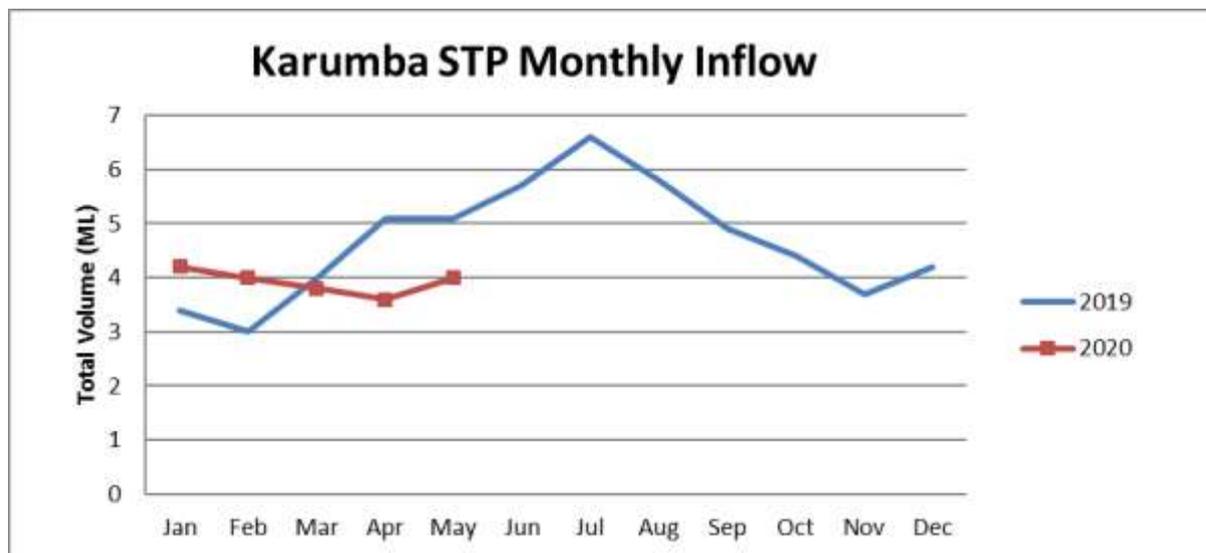


Figure 4: Total Monthly inlet flow for Karumba STP.

Compliance

Samples from treatment plant were re-analysed and found to be within range of all parameters as set out in the Environmental Authority.

Maintenance and Upgrades

Karumba STP had general maintenance carried out as necessary. For the month, eight e/one pumps were replaced. Dried bio-solids are scheduled to be carted away to Normanton Landfill in June.

Karumba Waste Transfer and Normanton Landfill

General operations and maintenance continue within the waste facilities, with the Normanton Landfill continuing to clean up and treat leachate. Green waste is set to be removed in June and taken to Lilyvale for pit rehabilitation.

Both waste facilities have had CCTV security cameras installed with the equipment at Karumba Transfer Station funded by the Department of Environment and Science (see Figure 5).

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Figure 5: Karumba Transfer Station CCTV camera tower.

Interviews for the position assisting the Karumba Water and Waste crew have been completed and a suitable applicant has been selected. If the candidate accepts the position, they will undergo the usual checks prior to starting with Council. Additionally, the funded illegal dumping compliance officer is about to be advertised internally, the successful candidate will also assist with other local laws duties.

Consultation (Internal/External):

- Director of Engineering - Michael Wanrooy.
- Manager Water and Waste - Ben Hill.

Legal Implications:

- Low – within normal operational parameters.

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Financial and Resource Implications:

- Medium – upgrades required for 2019/20 financial year to remain compliant.

Risk Management Implications:

- Nil.

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11.5 BUILDING AND PLANNING REPORT

Attachments:	NIL
Author:	Elizabeth Browning - Engineering Records Operator
Date:	11 June 2020
Key Outcome:	4.1 - Sustainable urban and rural development
Key Strategy:	4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

The report is to advise Council of relevant planning and building activities within the Shire for the month of May 2020.

RECOMMENDATION:

That Council note and accept the content of the Building and Planning Report as presented.

Background:

Planning Applications Received

DA No.	Applicant	Address	Application Type	Status
I/2006	Dylan De Faveri	51 Matilda Street Normanton QLD 4890	MCU – Home Industry including Bed and Breakfast (3 rooms)	Pending

Planning Applications Approved

DA No.	Applicant	Address	Application Type	Status
Nil				

Building Applications Received

DA No.	Applicant	Address	Application Type	Value
I/2007	Steven & Jody Arkey	52 Sutherland Street Normanton QLD 4890	New construction of Dwelling & Shed	\$80,000

Building Permits Issued

DA No.	Applicant	Address	Application Type	Value
I/2007	Steven & Jody Arkey	52 Sutherland Street Normanton QLD 4890	New construction of Dwelling & Shed	\$80,000

Applications pending waiting on further information (Applicants advised)

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DA No.	Applicant	Address	Application Type	Date Received
Nil				

Consultation (internal/external)

- Liz Taylor - Consultant Town Planner
- Peter Watton – Building Certifier
- Emergent Building Certifiers
- Mareeba Shire Council

Legal implications

- N/A

Policy Implications

- N/A

Financial and Resource Implications

- N/A

Risk Management Implications

- Low – risks are within normal operational parameters

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11.6 APPLICATION FOR MATERIAL CHANGE OF USE - HOME BASED INDUSTRY

Attachments:	11.6.1. Attachment 1 - Site Layout Plan ↓
Author:	Elizabeth Browning - Engineering Records Operator
Date:	11 June 2020
Key Outcome:	4.1 - Sustainable urban and rural development
Key Strategy:	4.1.1 Ensure development accords with Carpentaria Shire Council's planning scheme, planning instruments, codes and legislation.

Executive Summary:

The Council is in receipt of an Application for Material Change of Use (MCU) for Home Based Industry located at 51 Matilda Street, Normanton, described as Lot 75 on NR14812.

The application is Code Assessable.

The application is generally in accordance with the Carpentaria Shire Planning Scheme and is recommended for approval, subject to conditions.

RECOMMENDATION:

That Council, in accordance with the *Planning Act 2016*, notify the applicant that the application for a Development Permit for a Material Change of Use for Home Based Industry, located at 51 Matilda Street, Normanton, described as Lot 75 on NR14812 is approved subject to conditions detailed below.

A. ASSESSMENT MANAGER CONDITIONS (COUNCIL)

General

- The development shall be undertaken generally in accordance with the plan submitted with the application:

SITE LAYOUT PLAN	DRW 202BRI	DATED 22 MAY 2020
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- This approval, granted under the provisions of the *Planning Act 2016*, shall lapse six (6) years from the day the approval takes effect, in accordance with the relevant provisions of the *Planning Act 2016*, if the development has not been commenced.

Maintenance of the Site

- The applicants shall ensure the site is maintained in a clean and tidy condition, at all times, to the satisfaction of the Chief Executive Officer or delegate.

Number of Rooms and Occupants and Recreational Amenity

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4. A maximum of four (4) single person bedrooms can be provided within the new building to be used for Bed and Breakfast accommodation; and the adjacent, existing covered area is to remain unenclosed to facilitate vehicular access onto the site and is to be used as a communal recreation area, to the satisfaction of the Chief Executive Officer or delegate.

Drainage

5. The site is required to drain to a lawful point of discharge to the satisfaction of the Chief Executive Officer or delegate.

Urban Services

6. The new building is to be connected to all required urban services to comply with relevant standards stated in Schedule 1, Part 3 of the Planning Scheme, to the satisfaction of the Chief Executive Officer or delegate.

Car Parking

7. Any vehicle generation associated with the use is to be accommodated on site, to the satisfaction of the Chief Executive Officer or delegate.

Lighting

8. Any lighting proposed in association with the development must ensure there is no light spillage causing a nuisance onto adjoining properties, to the satisfaction of the Chief Executive Officer or delegate.

Building Setback

9. The new building is granted a siting dispensation to be sited 0.9m from the common side boundary, to the satisfaction of the Chief Executive Officer or delegate.

Commencement of Use

10. A building approval is required to be issued and actioned, prior to commencement of the use, to the satisfaction of the Chief Executive Officer or delegate.

B. REFERRAL AGENCY CONDITIONS

CONCURRENCE AGENCY Not applicable

C. SUBMISSIONS Not applicable – code assessable application

D. FURTHER DEVELOPMENT PERMITS REQUIRED

Nil

E. APPLICABLE CODES FOR SELF ASSESSABLE DEVELOPMENT

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- Shire of Carpentaria Planning Scheme
- Standard Building Regulation 1993
- Building Act 1975

F. RIGHT OF APPEAL

Appeal Rights from the *Planning Act 2016*.

TOWN PLANNING REPORT

MATERIAL CHANGE OF USE

1.0 SITE AND APPLICATION SUMMARY

APPLICANTS:	Dylan De Favier
REGISTERED LANDOWNER:	Dydem Super Pty Ltd ATF Dymelzan Superannuation Fund
LOCATION:	51 Matilda Street, Normanton
REAL PROPERTY DESCRIPTION:	Lot 75 NR14812
SITE AREA:	1020m ²
EXISTING USE:	Residential.
PROPOSED USE:	Home Based Industry
TYPE OF APPLICATION:	Material Change of Use
TOWN PLANNING ZONING:	Residential
SUBMISSIONS:	N/A
REFERRAL AGENCIES:	N/A

2.0 BACKGROUND

An Application for Material Change of Use has been lodged with the Council to establish a Home-based Industry on a site at 51 Matilda Street, Normanton, currently improved with a dwelling. The accommodation will be used for short term occupancy by staff who are employed in association with an electrical business operating from the premises. The electrical business and the bed and breakfast accommodation can operate under the Home - based Industry land use definition, which encourages small scale commercial operations and/or modest bed and breakfast accommodation to operate in association with an existing dwelling. The application is Code Assessable.

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3.0 PROPOSAL

The site has an area of 1020m² and is currently improved by a dwelling house, comprised of two sections joined by a covered outdoor area; and a shed and includes a colourbond privacy fence, refer aerial site plan below.

Vehicular access to the site is direct from Matilda Street, refer photograph below, across a concrete apron and crossover. The site is serviced with reticulated water, sewer and power.

The applicant lives on site and operates an electrical and solar installation business from the property. A substantial part of the business is the supply and installation of standalone solar power units in remote areas for various purposes. These include residential supply, pumps and communications, grazing and tourist operations. This necessitates the employment of several trade technicians who spend a large proportion of their time in remote areas doing the installations.

The installers return to Normanton between jobs for rest and recreation, as well as to prepare and plan for the next job.

It is inconvenient and less than satisfactory for the installers to stay in the existing house with the owner. Various alternatives have been investigated, none of which have turned out to be practical or cost-effective.

It has been determined that the best way to accommodate several remote installers is in a separate building on-site, where each employee gets their own room but shares bathroom facilities with residents of the existing house.

The proposed development is comprised of a demountable building, donga, with an area of 36m² and containing 5 rooms; with a covered awning proposed in the future. Only 4 rooms can be used as single person accommodation (bedrooms) in association with the Home-based industry code provisions for bed and breakfast accommodation; the additional room is proposed to be used for storage and/or an office, associated with the electrical business operating on the site.

A siting dispensation has been requested to site the new donga building 0.9m from the common side boundary. The standard setback is 1.5 meters, however as the adjacent building is a shed and stored caravan there are no detrimental amenity issues, therefore a siting dispensation is considered appropriate.

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THE SITE



SITE VEHICULAR ACCESS

A Copy of the Site Layout Plan lodged with the Application is attached at Attachment 1.

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4.0 STATUTORY PLANNING CONSIDERATIONS

The proposed use falls under the land use definition of Home-based Industry.

The Home-based Industry definition states:

“Home-based Industry” means any premises used by persons, resident upon a lot, for the conduct of a business, commercial or professional enterprise within a Dwelling House or the curtilage of a Dwelling House. A Home-based Industry may also include bed and breakfast facilities and home-based childcare services, refer to Home-based Industry Code.

Under the provisions of the Shire of Carpentaria Planning Scheme, the site is located within the Residential Zone and Home -based Industry is code assessable development.

5.0 DEVELOPMENT REQUIREMENTS

The application is Code assessable and requires assessment against the following Codes:-

- Residential Zone Code;
- Home -based Industry Code; and
- General Development Code.

Development Requirements – Residential Zone Code

The Intent of the Residential Zone states, as follows: -

The Residential Zone is intended to develop as the residential area, in the towns of Normanton and Karumba, with little intrusion of non-residential uses. The acceptable non-residential uses are Home-based Industries, Community Facilities or uses that provide a local or community service to the residents of the area.

The proposed development accords with the stated Intent as the use is a Home-based Industry.

Residential Zone Code

Column 1 - Specific Outcomes	Column 2 - Probable Solutions	Response
<p>Consistent and Inconsistent Activities in the Residential Zone</p> <p>The following defined uses or use classes are consistent with the Overall Outcomes sought by the</p>	<p>No Probable Solutions are prescribed.</p>	<p>Complies</p>

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<p>Zone:-</p> <p>(xv) Home-based Industry;</p>		
<p>Amenity, Public Health or Safety</p> <p>There are no significant adverse effects on amenity, public health or safety with regard to the following:-</p> <p>(vii) sewage disposal;</p> <p>(viii) water supply for human use; or</p> <p>(ix) permanent or temporary occupation of, or access to, areas subject to natural hazards.</p>	<p>No Probable Solutions are prescribed.</p>	<p>Complies – site fully serviced</p>
<p>Operation and Provision of Infrastructure</p> <p>Uses are of a type and scale that maintain the standards of service identified in Schedule 1, Part 1.</p> <p>Water supply, sewerage and roads are provided to:-</p> <p>(i) meet appropriate standards at the least whole-of-life cost, including avoiding unnecessary duplication;</p> <p>(ii) be robust and fit for the purposes and intended period of operation;</p> <p>(iii) be easily maintained without unnecessarily requiring specialist expertise or equipment;</p> <p>(x) be comprised of components and materials that are readily accessible and available from</p>	<p>No Probable Solutions are prescribed.</p>	<p>Complies – connected to all necessary services</p>

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<p>numerous local sources; and</p> <p>(xi) be readily integrated with existing systems and facilitate the orderly provision of future systems</p>		
<p>The safe and efficient operation of roads and railways are maintained having regard to:-</p> <p>(i) the nature of vehicles using the road;</p> <p>(ii) the location of uses that may be adversely affected by noise and dust generated from use of the road or railway;</p> <p>(iii) the location and design of access points; and</p> <p>(v) the design of stormwater drainage.</p>	<p>No Probable Solutions are prescribed.</p>	<p>Complies</p>
<p>Uses and works are located and designed to avoid significant adverse effects on safe aircraft operations due to:-</p> <p>(vi) physical intrusions;</p> <p>(vii) reduced visibility;</p> <p>(viii) collisions with birds;</p> <p>(ix) electromagnetic interference with aircraft navigation systems; or</p> <p>(x) other functional problems for aircraft (including artificial lighting hazards).</p>	<p>No Probable Solutions are prescribed.</p>	<p>Complies</p>
<p>Water Quality Maintenance</p> <p>All activities maintain the</p>	<p>Any activities which:-</p>	<p>Complies</p>

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<p>water quality of Carpentaria Shire's groundwater, waterways and surface water storages.</p>	<p>d) involve the handling of water-borne pollutants are provided with bunded, impervious surfaces linked to an integrated drainage and treatment system;</p> <p>e) involve the storage of waste water are provided with properly designed and constructed, secure, sealed storage facilities; or</p> <p>f) contain all liquid wastes and discharge them to a sewer or removed from the site for treatment and disposal to an approved facility.</p>	
<p>Home-based Industries</p> <p>If a Home-based Industry, the predominance of the primary Residential Activity is retained and there are no significant adverse effects on the local amenity.</p>	<p>No Probable Solutions are prescribed.</p>	<p>Complies</p>
<p>Any Business, Medical Centre or Shop</p> <p>Any Business, Medical Centre, or Shop so located as to provide a local service centre to serve the adjacent residents rather than locate in different parts of a residential area.</p>	<p>No Probable Solutions are prescribed.</p>	<p>NA</p>
<p>Built Form</p> <p>The built form is compatible with the desired character and amenity of the surrounding area and does not adversely affect the visual amenity.</p>	<p>The maximum height of a building, structure or object, or height at which an activity is carried out, is 8.5m.</p>	<p>Complies - <3m</p>
<p>Other</p>		

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In order to operate effectively the use needs to be located close to a particular cultural feature, natural feature or resource, infrastructure item or activity that occurs in the locality.	No Probable Solutions are prescribed.	NA
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Development Requirements – Home-based Industry Code

The Overall Outcomes of the Home-based Industry Code and are as follows:-

- (a) ensure that Home-based Industries are compatible with the surrounding development;
- (b) ensure that the use does not adversely impact on the amenity; and
- (c) ensure that other adjacent uses are not subject to hazards and noise.

The proposed development accords with the Overall Outcomes of the Home-based Industry Code as it is small scale development that will have minimal impact.

Home-based Industry Code

Column1 - Specific Outcomes	Column 2 - Probable Solutions	Response
Scale of Use Home-based Industries must be compatible with adjacent Residential Activities	Only the owner of the land and family, who reside on site, are engaged in the use.	Complies
Protection of Residential Amenity A Home-based Industry must not adversely affect the amenity of the surrounding Residential Activities.	A Home-based Industry, shall:- (i) provide visitor accommodation for a maximum of 4 visitors; (ii) have a floor area used either in a separate building or a separate part of the main building, is not greater than 50m ² ; (iii) display goods and stored goods or materials are not visible from outside the building;	Complies Complies – 36m ²

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	<p>(iv) there is only one sign and the sign is:-</p> <ul style="list-style-type: none"> · not greater than 0.5m² in area; · not illuminated; · wholly within the premises or on a fence facing the road; and <p>(iv) there is no hiring out of materials, goods, appliances or vehicles.</p> <p>There is no repairing, servicing, cleaning, or loading of vehicles not normally associated with use of premises as a Dwelling House.</p> <p>Does not operate on a Sunday or public holiday nor outside the hours of 7.00am and 7.00pm on any other day.</p> <p>Does not involve the use of more than two heavy vehicles or refrigerated vehicles with a carrying capacity of more than 4 tonnes, or the use of an articulated vehicle.</p> <p>Home-based Industries do not require parking facilities.</p>	<p>Complies</p> <p>N/A</p> <p>Complies</p> <p>Complies</p> <p>Will comply to the extent relevant to bed and breakfast</p> <p>N/A</p> <p>Even so parking can be provided on-site</p>
<p>Built Form</p> <p>The built form is compatible with the desired character and amenity of the surrounding area and does not adversely affect the visual amenity.</p>	<p>The maximum height of a new building, structure or object, or height at which an activity is carried out, is 8.5m or if in the Rural Zone, 11m</p>	<p>Complies - < 3m</p>

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<p>Building Setbacks (other than on land in the Rural Zone)</p> <p>Buildings must be setback to:-</p> <p>(i) maintain the character of the area; and</p> <p>(ii) achieve separation from the neighbouring buildings and from road frontages.</p>	<p>New buildings or structures comply with the boundary clearances stated in Schedule 3.</p>	<p>The proposed new accommodation building will have a setback to the side boundary of 0.9m consistent with the existing dwelling. The reduced setback is to part of the boundary well away from the adjoining residence located towards the street frontage.</p> <p>The building on the adjoining land that is closest to the proposed accommodation building is a tin shed set back about 5m from the boundary and which has no openings in the wall facing the boundary.</p>
<p>Site Coverage</p> <p>The site coverage of all building must not result in a built form that is bulky or visually obtrusive.</p>	<p>New buildings or roofed structures do not increase the area covered, to no greater than 50% of the lot.</p>	<p>Complies – total site coverage is ~ 26%</p>
<p>Infrastructure</p> <p>Basic infrastructure provided.</p>	<p>Site is connected to Council's reticulated water supply system and sewerage (Schedule 1, Part 2 - Water Supply Service Area Maps and Sewerage Service Area Map);</p> <p>or</p> <p>Where the site is not within the reticulated system a tank with a minimum of 60,000 litres capacity is connected to the Home-based Industry.</p> <p>Sewerage disposal system is provided.</p> <p>The defined use or use class is</p>	<p>Complies</p> <p>Complies</p>

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	connected to an electricity source. The Home-based Industry is connected to a telecommunication system.	Complies – Ergon Complies
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Development Requirements – General Development Code

The purpose of this Code is to achieve the following overall Outcomes:

- (a) *ensure that defined uses or use classes provides a level of amenity commensurate with that of existing localities; and*
- (b) *provide for the safety and health requirements for Residential and Commercial Activities.*

The site is located in the Residential Zone, and is well serviced in terms of water, sewerage, drainage and road networks.

Development Requirements

Specific Outcomes	Probable Solutions for Assessable Development	Comment
<i>Boundary Roads</i> Proposals aid in the orderly and proper acquisition of land.	A new road having one half the width of any other road in that locality is provided where a proposal for such a road occurs at the boundary of the land and the land is in two or more ownerships. Concrete kerb and channel is required along the frontage or frontages in urban areas.	N/A
<i>Electricity</i> Residential, Commercial and Industrial uses are supplied with electricity where supply is practical.	The proposal demonstrates that a supply of electricity is approved, where a supply is practical, prior to Council's endorsement on the plan of survey.	Complies -the site is connected to the electricity network.

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Specific Outcomes	Probable Solutions for Assessable Development	Comment
<p>External Works</p> <p>Any defined uses or use classes are to provide for external works relative to its size and scale and location in an urban or rural area.</p>	<p>Proposals include:-</p> <ul style="list-style-type: none"> (i) in non-urban areas the construction of concrete kerb and channel is to be for the full length of the frontage or frontages of the site if such standard of kerb and channel exists within 100m of the development; (ii) grading of the footpath for the full length of the frontage or frontages of the site; (iii) crossings over channel and footpath; (iv) a constructed footpath for the full length of the frontage or frontages of the site if such standard of constructed footpath exists within 100m of the development; (v) where the road is not fully paved, the paving of the road with bitumen between the existing pavement and the channel if such standard of paved road exists within 100m of the development; and (vi) where the road is not paved, the construction of the carriageway and the paving with bitumen from the lip of the 	<p>N/A</p> <p>N/A</p> <p>Complies</p> <p>N/A</p> <p>N/A</p>

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Specific Outcomes	Probable Solutions for Assessable Development	Comment
	<p>channel to the centre-line for half the width of the carriageway or for a width of 6 metres, whichever is greater. Where concrete kerb and channel is not required, for a width of 6 metres if such standard of road exists within 100m of the development.</p>	<p>N/A</p>
<p>Landscaping</p> <p>The visual amenity in any locality is enhanced by proposals that incorporate:</p> <ul style="list-style-type: none"> • Landscaping appropriate to the area in the density and height of the vegetation proposed. • Visual screening by mounds, screen walls, or the planting of trees and shrubs. 	<p>Existing vegetation to be retained.</p>	<p>Complies - there is no significant vegetation on site.</p>
<p>Lighting</p> <p>Any proposed lighting has no adverse impacts on the surrounding residential areas.</p>	<p>The level of illumination at the boundary of the site does not exceed 8 lux measured at any level upwards from the ground level.</p> <p>Lighting is shielded or screened in a manner that causes minimal impact on adjoining properties.</p>	<p>Will comply</p>
<p>Parking, Loading and</p>		

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Specific Outcomes	Probable Solutions for Assessable Development	Comment
<p>Unloading</p> <p>Car parking does not hinder or obstruct the use of any area by pedestrians or other vehicles.</p> <p>Parking areas are laid out in such a manner as to provide adequate access to each parking space and to permit free circulation of vehicles entering, leaving and parking.</p>	<p>Parking areas are:-</p> <ul style="list-style-type: none"> (i) drained, sealed, marked and signed; (ii) readily accessible for vehicular use and designed so that vehicles can enter and leave the premises in forward gear; (iii) not closer than 3 metres from the alignment of any structure; (iv) not closer than 3 metres to any boundary of the site; (v) landscaped; (vi) provided with trolley bay areas, pedestrian walkways and devices to facilitate safe pedestrian circulation; and (vii) provided with motorbike and cycle parking spaces. <p>Parking areas are located within the site on which the use is to be conducted.</p> <p>Adequate space is provided for the loading, unloading and fuelling of vehicles, for the parking of trailers and for the picking up and setting down of passengers.</p>	<p>No car parking is required for a Home-based Industry but car parking can be provided on- site.</p>
<p>Parking of heavy vehicles</p>	<p>Heavy vehicles used for the</p>	<p>N/A</p>

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Specific Outcomes	Probable Solutions for Assessable Development	Comment
<p>has no detrimental effect on the amenity of residential areas.</p>	<p>cartage of livestock are not parked in a Residential Zone except for the prime mover exclusive of any trailers.</p> <p>Where parking a heavy vehicle on land used for residential purposes occurs, provision is made to house the vehicle in a Class 1 or Class 10 building;</p> <p>or</p> <p>The vehicle is parked behind the front building alignment.</p>	<p>N/A</p>
<p>Provision of Water</p> <p>Every Residential, Commercial or Industrial building outside the Council service area is provided with an adequate potable water supply.</p>	<p>Rainwater storage tanks have a minimum capacity of 4,500 litres.</p> <p>Where rainwater storage tanks are not supplied, a dam, dams or bore supply is available.</p>	<p>N/A</p>
<p>Sewerage</p> <p>Outside the Council service area acceptable methods of sewage and sillage waste disposal protect the environment and the health of residents.</p>	<p>Methods of sewage disposal comply with the Department of Natural Resources and Mines On-site Sewerage Code and AS/NZS 1547:2000.</p>	<p>N/A</p>
<p>Storage</p> <p>Storage of equipment, materials, machinery or</p>		

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Specific Outcomes	Probable Solutions for Assessable Development	Comment
tools has no detrimental effect on the visual amenity of a residential area.	All equipment, materials, machinery or tools of trade in any business, profession, trade or hobby are housed in a Class 1 or Class 10 building or screened.	Can comply
<p>Vegetation</p> <p>The visual amenity of the surrounding uses and of the Shire is protected.</p> <p>A defined use or use class does not adversely impact on the ecological or landscape values of vegetation.</p>	<p>Trees and shrubs whether natural growth or planted are retained on the site except where on the site of a proposed building construction or posing a fire hazard to the development.</p> <p>Vegetation is retained within:-</p> <ul style="list-style-type: none"> (i) 50 metres of the high bank of a river; and/or (ii) 25 metres of the bank of any other watercourse. 	There is no significant vegetation on site.
<p>Drainage and Filling</p> <p>The drainage or filling of land to enable its use.</p>	<p>Council requirements, which will be a condition of development, are met.</p> <p>The movement of material shall not cause a dust nuisance.</p> <p>There is no adverse impact on adjacent premises.</p>	N/A
<p>Site Access</p> <p>The movement of vehicles,</p>		

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Specific Outcomes	Probable Solutions for Assessable Development	Comment
including emergency vehicles, into and out of the site is facilitated.	The site layout facilitates the movement of traffic without impacting on the flow of traffic on the adjoining road or roads.	Complies
Awnings Over Footpaths In the Commercial Zone protection for pedestrians from severe climatic conditions is to be provided.	Proposals to provide covered walkways or awnings over pedestrian walkways.	N/A

6.0 CONCLUSION

The proposed Home- based Industry provides for the efficient functioning of the electrical business operating on site and accords with the Home-based Industry definition.

The accommodation component will facilitate the efficient operation of the business and cost effectively meet the needs of remote communities and grazing properties for installation and maintenance of electrical and communication equipment.

Home- based Industry is a consistent use in the Residential zone in the Planning Scheme.

The Proposal is consistent with the character and amenity of the locality and complies with all relevant provisions of the applicable codes.

The proposed new building is to be located 0.9m off the common side boundary consistent with the existing dwelling on the land but well away from the residence on the neighboring land. A siting dispensation has been sought and a condition approving the siting, to within 0.9m of the side boundary, is included in the conditions.

The Home-base Industry development as proposed is supported, subject to the imposition of reasonable and relevant conditions, outlined above.

Legal Implications:

- *Sustainable Planning Act (2009)*, Council's Town Planning Scheme.

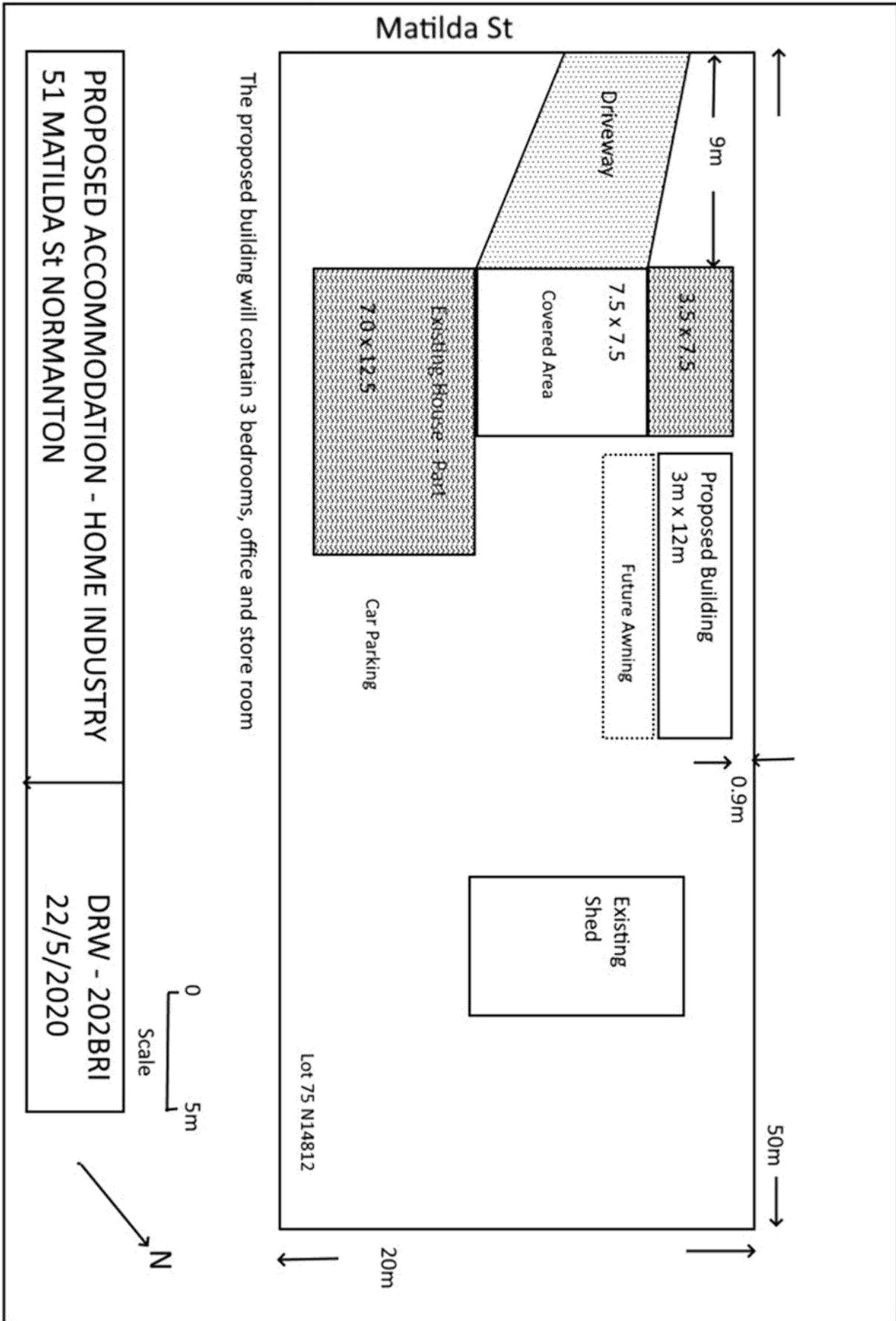
Policy Implications:

- Nil

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Financial & Resource Implications:

- Nil



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- 12 GENERAL BUSINESS**
- 13 CLOSURE OF MEETING**